

CHT
Education

10th December, 1974

Professor Chang Kwang-chih,
Dept. of Far Eastern Anthropology and Archaeology,
Yale University,
New Haven, Conn. 06520

Dear Professor Chang,

As you probably know, the exhibition "Archaeological Finds of the People's Republic of China" is scheduled to be at the Nelson Gallery from April 20th through June 8th.

It is our hope to exploit the educational potential of the exhibition throughout the very wide area of the mid-West, Southwest, Rocky Mountain area and the Pacific coast. To this end we are seeking help from knowledgeable people in preparing material that will be used for a series of newspaper articles and, too, for audio-visual publications. We envisage the latter as being about a 25 minute tape coordinated with some 80 slides as illustration.

I am now making so bold as to ask if by any happy chance you would be willing to help us in this project.

This would involve an article of approximately 5,000 words. A theme we could suggest would be the beginnings of China from, say, the Lantien Man to the founding of the Shang State.

Should you consent to do this, your paper would probably be adapted for cassette tape coordinated with the slides, and also adapted for newspaper publication. Needless to say, any adaptations of this kind would be submitted to you for your approval.

In the matter of slides it would be very helpful if you could suggest any that you think would be helpful, some of which could come from objects in the exhibition. Other slides could be made from some of the splendid publications by the Wen Wu Press, which have color plates of really good quality. For your invaluable help you would be compensated with \$1,000.

This is only an exploratory letter and I would welcome a reaction.

Sincerely yours,

Laurence Sickman
Director

LS:jf

CAT
Budget Project

10th December, 1974

Lawrence M. Berkowitz, Esq.,
Chairman, Beneficiary Selection Committee,
2100 TenMain Center,
Kansas City, Missouri 64105

Dear Mr. Berkowitz,

C It is very generous of you to , on a second occasion, call our attention to the possibility of a benefit from the Bacchus Ball. Apparently the original application became mislaid.

O We are now attaching the completed application which you were thoughtful enough to send us.

D I will be out of the city during this week, but should some member of the Bacchus Ball wish to discuss it with our staff, I suggest they make arrangements with Ross Taggart, our Senior Curator.

P

Sincerely yours,

Laurence Sickman
Director

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Enc.

December 5, 1974

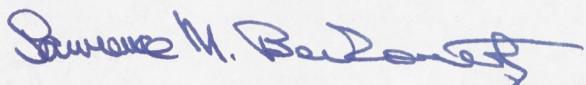
Nelson Gallery of Art
4525 Oak
Kansas City, Missouri 64111

Attention: Ms. Finnell

Dear Ms. Finnell:

I would very much appreciate it if you could have your application in no later than December 12. I recognize that this is a rush but our application forms were originally sent out in October. A member of the Bacchus will visit you and if you feel the need to amplify your application you may do so with that member.

Yours very truly,



Lawrence M. Berkowitz, Chairman
Beneficiary Selection Committee
2100 TenMain Center
Kansas City, Missouri 64105

LMB:cdl

November 22, 1974

To : Greater Kansas City Community Organizations
From: The Bacchus Cultural and Educational Foundation

You have previously been sent a form of application to receive the grant of the Bacchus Cultural and Educational Foundation for year 1975.

Because of our scheduling problems, it will be necessary that the application be in our hands no later than December 5, 1974.

Lawrence M. Berkowitz
Douglas A. Young, Jr.
Chairmen, Bacchus Beneficiary
Selection Committee
2100 TenMain Center
Kansas City, Missouri 64105

~~2211800~~
V12 8600

12 Called & ask for application

9th December, 1974

Dr. Herrlee Creel,
c/o Oriental Institute,
University of Chicago,
1155 E. 58th St.,
Chicago, Illinois 60637

CDear Herrlee,

CAs you probably know, the exhibition "Archaeological Finds of the People's Republic of China" is scheduled to be at the Nelson Gallery from April 20th through June 8th.

OIt is our hope to exploit the educational potential of the exhibition throughout the very wide area of the mid-West, Southwest, Rocky Mountain area and the Pacific coast. To this end we are seeking help from knowledgeable people in preparing material that will be used for a series of newspaper articles and, too, for audio-visual publications. We envisage the latter as being about a 25 minute tape coordinated with some 80 slides as illustration.

PI am now making so bold as to ask if by any happy chance you would be willing to help us in this project.

VThis will involve an article of approximately 5,000 words. A theme we would suggest to you might be something along the line of "The Formation of the Chinese State from Shang through Han." This could, of course, be more specific or really I have in mind something along the theme of the lecture you are scheduled to deliver at the Freer Gallery.

Should you consent to do this, your paper would probably be adapted for cassette tape coordinated with the slides, and also adapted for newspaper publication. Needless to say, any adaptations of this kind would be submitted to you for your approval.

In the matter of the slides it would be, of course, very helpful if you could suggest any that you think appropriate, some of which could come from objects in the exhibition, from the Wu family Han stones or any of the Hsang Chou bronzes for example which in your opinion would illustrate a point. For your invaluable help you would be compensated with \$1,000.

This is only an exploratory letter and I would welcome a reaction.

Dr. Herrlee Creel

-2-

9th December, 1974

Just a year ago I enjoyed with a group of colleagues, a most remarkable trip through China which would have been even more rewarding had you been one of our company.

With every good wish.

Yours as always,

Laurence Sickman
Director

LS:jf

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J

10th December, 1974

Professor Max Loehr,
Curator, Oriental Art,
Fogg Art Museum, Harvard University,
32 Quincy Street,
Cambridge, Mass. 02138

CDear Max,

As you probably know, the exhibition "Archaeological Finds of the People's Republic of China" is scheduled to be at the Nelson Gallery from April 20th through June 8th.

OIt is our hope to exploit the educational potential of the exhibition throughout the very wide area of the mid-West, Southwest, Rocky Mountain area and the Pacific coast. To this end we are seeking help from knowledgeable people in preparing material that will be used for a series of newspaper articles and, too, for audio-visual publications. We envisage the latter as being about a 25 minute tape coordinated with some 80 slides as illustrations.

PI am now making so bold as to ask if by any happy chance you would be willing to help us in this project.

TThis will involve an article of approximately 5,000 words. A theme we would suggest to you would be "Chinese Material Culture as Reflected in the Evolution of Ceramics from Pan-p'o to the Yuan Porcelains of the 14th century."

YShould you consent to do this, your paper would probably be adapted for cassette tape coordinated with the slides, and also adapted for newspaper publication. Needless to say, any adaptations of this kind would be submitted to you for your approval.

In the matter of the slides it would, of course, be very helpful if you would suggest any that you think appropriate, some of which could come from the objects in the exhibition, or could be made from any of the People's Republic publications or the Wen Wu Press where there are a number of splendid color plates of ceramics, including tomb figurines. For your invaluable help you would be compensated with \$1,000.

This is only an exploratory letter and I would welcome a reaction.

With every good wish.

Sincerely,

Laurence Sickman
Director

LS:jf

NOTES

December 4, 1974

China Publication Center
P. O. Box 399,
Peking.

Possible dates suggested for benefit concert in St. Louis:

Feb. 28, March 13, 14, 15, or April 4

C

ON INVITATIONS FOR OPENING

Lacy suggests invitations for opening be sent to the State Committees on the Humanities. The Chairperson in Missouri is Claudine Cox, Springfield. There are 36 members in Kansas and Missouri.

Also to the National Council on the Humanities, 26 members.

We should keep in close cooperation with the Public Relations Division of the NEH.

P

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Mr. Sickmans Copy

SPECIAL HOURS OF OPENING
FOR THE
CHINESE EXHIBIT

<u>DATE</u>	<u>DAY</u>	<u>TIME</u>
April 20	Sunday	10:00a.m. - 6:00p.m.
April 21	Monday	10:00a.m. - 5:00p.m.
April 22	Tuesday	7:00p.m. - 10:00p.m.
April 24	Thursday	7:00p.m. - 10:00p.m.
April 27	Sunday	10:00a.m. - 6:00p.m.
April 28	Monday	10:00a.m. - 5:00p.m.
April 29	Tuesday	7:00p.m. - 10:00p.m.
May 1	Thursday	7:00p.m. - 10:00p.m.
May 4	Sunday	10:00a.m. - 6:00p.m.
May 5	Monday	10:00a.m. - 5:00p.m.
May 6	Tuesday	7:00p.m. - 10:00p.m.
May 8	Thursday	7:00p.m. - 10:00p.m.
May 11	Sunday	10:00a.m. - 6:00p.m.
May 12	Monday	10:00a.m. - 5:00p.m.
May 13	Tuesday	7:00p.m. - 10:00p.m.
May 15	Thursday	7:00p.m. - 10:00p.m.
May 18	Sunday	10:00a.m. - 6:00p.m.
May 19	Monday	10:00a.m. - 5:00p.m.
May 20	Tuesday	7:00p.m. - 10:00p.m.
May 22	Thursday	7:00p.m. - 10:00p.m.
May 25	Sunday	10:00a.m. - 6:00p.m.
May 26	Monday	10:00a.m. - 5:00p.m.
May 27	Tuesday	7:00p.m. - 10:00p.m.
May 29	Thursday	7:00p.m. - 10:00p.m.
June 1	Sunday	10:00a.m. - 6:00p.m.
June 2	Monday	10:00a.m. - 5:00p.m.
June 3	Tuesday	7:00p.m. - 10:00p.m.
June 5	Thursday	7:00p.m. - 10:00p.m.
June 8	Sunday	10:00a.m. - 6:00p.m.

CAT

27th November, 1974

Alex Lacy, Esq.,
Director of Public Programs,
National Endowment for the Humanities,
806 15th Street, N.W., Room 1201,
Washington, D.C. 20506

Dear Alex,

Enclosed is a trial run worked out by Ross Taggart. It is our hope that we understood the complexities of the revised budget, but this is by no means certain, and we would welcome any suggestions from you as to changes or amendments. After you and your associates have gone over this, if it meets with your approval, or if it requires certain changes, then should we forward additional copies of the revised budget with the full application forms attached, as in the first budget?

I am also enclosing a draft of a supplementary budget for funds to be expended after the first of March, 1975. This also, as I say, is only a tentative budget, again for your comments.

It was a great help to us for you and John to visit here and we very much appreciate all you are doing on our behalf. I expect to be in Washington the afternoon of the 12th and Friday the 13th of December, so you might let me know before that date whether you think we should get together again in Washington. These intricate problems are much easier to discuss than to put in writing.

Beginning Monday the 2nd, Marc will be in Washington for the week and I am sure can be reached at the National Gallery should you wish to discuss any of these items with him.

Marc joins me in sending best wishes to you and John.

Sincerely yours,

Laurence Sickman
Director

LS:jf

Enc.

December 6, 1974

Mr. Haakon Bakken
1460 S. Sheridan Way
Mississauga, Ontario
Canada, L5H 1Z7

Dear Mr. Bakken:

Thank you for bringing to our attention the reproduction of one of the bells of the Chinese Exhibition.

It is the decision of the trustees that we will not be selling any replicas of objects of the Exhibition.

Sincerely yours,

Laurence Sickman
Director

LS/ljd

Mrs. Drattz

27 November 1974

William Rockhill Nelson Gallery of Art
4525 Oak Street
Kansas City, Mo.
64111
U.S.A.

Dear Sirs:

The Royal Ontario Museum has indicated you will be exhibiting the Chinese Exhibition which was recently on display in Toronto.

While the show was on display here the museum asked me to produce a replica of one of the objects in the collection for resale at the exhibition sales area. The piece reproduced was a copy of one of the bells from Shou-hsien, Anhui, (5th Century B.C.)

The copy is 11 cm. high (the smallest of the 9 original bells is 16.5 cm.), cast in bronze with a sage green patina. Approximate weight is 14 ozs.

Copies are available in any quantity you may desire. Wholesale price is U.S. \$24.80 per unit, F.O.B. Mississauga, Ontario, Canada. All import duties and U.S. taxes excluded.

If you wish to examine a sample of this museum reproduction I will arrange to mail a sample to you for inspection. The R.O.M. had good sales of the piece to viewers wishing to have an accurate and lasting reminder of the show.

If you are interested in ordering this piece may I suggest an early reply so that I can inform my foundry of the size of order. I have a two week lag in production between ordering copies and receiving the castings. I would estimate a total of three weeks between receiving an order and your receiving (via air freight) the shipment.

Yours truly

Haakon Bakken

Haakon Bakken
1460 S. Sheridan Way
Mississauga, Ontario
Canada, L5H 1Z7

CAT

22nd November, 1974

Marshall V. Miller, Esq.,
1500 Commerce Trust Building,
Kansas City, Missouri 64106

Dear Mr. Miller,

G Thank you so much for your thoughtfulness in sending the clipping from the Washington Post.

G It is one we had not seen, and of course we are keeping a file on all such material.

Cordially yours,

Laurence Sickman
Director

LS:jf

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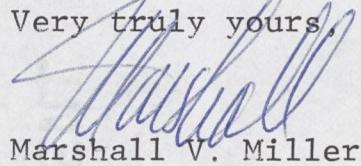
MARSHALL V. MILLER
1500 COMMERCE TRUST BUILDING
KANSAS CITY, MISSOURI 64106

November 13, 1974

Mr. Lawrence Sickman
Nelson-Atkins Gallery of Art
45th & Oak
Kansas City, Missouri 64112

Dear Mr. Sickman:

I thought you might find the enclosed article from the Washington Post concerning the Chinese exhibit at the Gallery of interest to your file. I am very much looking forward to the exhibit.

Very truly yours,

Marshall V. Miller

MVM:lgw
enclosure

CAT

14th November, 1974

DESCRIPTIVE TITLE: Public programs coordinator and public liaison officer for the "Exhibition of Archaeological Finds of the People's Republic of China"

PERIOD: Mid-November, 1974 through May , 1975

CJOB DESCRIPTION: The person filling this position will be expected to co-ordinate, but not originate, all public programs of the above exhibition; to act as a source of information and point of contact for the tourist, transportation and media industries and in part for educational institutions throughout the mid-Western, Western, Southwestern, and Northwestern parts of the United States; and to provide scheduling services for groups, both school children and the adult lay public.

OThroughout the duration of employment it is expected that an important duty of the incumbent will involve public notification and publicity designed to attract visitors to the exhibition and to bring the exhibition to the attention of a broad public throughout the wide geographical area of the nation.

PThe incumbent will be responsible for the originating of appropriate publicity material in consultation with the curatorial staff of the Oriental Department and for the dissemination of the material.

VThe office of the incumbent will handle scheduling of groups wishing to visit the exhibition at specific, predetermined dates and times. The office will wish to encourage the scheduling of such groups in a way to avoid unacceptable levels of congestion.

YThe office will also serve as a link between these groups, especially those traveling from afar, and the hotel, transportation, and restaurant industries of Kansas City. It is expected that the incumbent will work closely with representatives of these industries to keep the individual organizations fully informed of the progress of the exhibition and of its economic and cultural importance to Kansas City.

The office of the incumbent will also schedule educational programs operated by the Nelson Gallery. These programs will consist primarily of sending lecturers throughout the states in the immediate Kansas City region, and will include the scheduling and distribution of rental films and other automated audio-visual programs.

SUPPORT: The incumbent will be supported by a first-rate executive secretary to be titled Secretary to the Project, and by a stenographer/typist. Special content pertaining to the exhibit will be provided by the Oriental Department, but will probably require editing. The incumbent

14th November, 1974

should thus have skill and experience at editing special content for application to a general public. The Design and Education Departments of the Gallery will be available for support and consultation as needed.

SALARY AND RESPONSIBILITY: The incumbent will report to the Project Director, Laurence Sickman, and/or to the Assistant Project Director, Marc F. Wilson. Salary will be commensurate with established standards for the experience and talent of the incumbent, and is subject to negotiation.

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CAT

14th November, 1974

Menefee D. Blackwell, Esq.,
Five Crown Center,
2480 Pershing Road,
Kansas City, Missouri 64108

Dear Chuck,

C Kathie's memorandum on our meeting concerning the Guimet and Chinese exhibition was a bit premature, if not actually inaccurate.

O In discussing with Milton ways and means of recouping a certain amount of our investment for the Chinese show, it was suggested that we might approach the city with the suggestion that we charge on Saturdays and Sundays only during the exhibition. Our arrangement with the NEH is that no charge will be made for the actual exhibition itself, within the Gallery, but they have recognized our right to charge 50¢ for entrance to the Gallery in general.

P We will have to make a ¹decision about this in the relatively near future, and at least some time before the 1st of December.

Hopefully I will have a chance to talk to you about it.

Y

Sincerely,

Laurence Sickman
Director

LS:jf

OFFICE OF
MENESEE D. BLACKWELL
FIVE CROWN CENTER
2480 PERSHING ROAD
KANSAS CITY, MISSOURI 64108

UNIVERSITY TRUSTEES
THE WILLIAM ROCKHILL NELSON TRUST
KANSAS CITY, MISSOURI

MILTON McGREEVY
MENESEE D. BLACKWELL
HERMAN ROBERT SUTHERLAND

November 11, 1974

Mr. Laurence Sickman
The Nelson Gallery of Art
4525 Oak Street
Kansas City, Missouri 64111

Dear Larry:

I note that in the memorandum regarding the openings of the Guimet and Chinese Archaeological Treasures Exhibitions, it is provided with respect to the latter there will be "No free Saturdays and Sundays."

The contract which we have with the City provides that "The Gallery shall be open free of all charges" on Sundays from 2:00 to 6:00 p.m. and on Saturdays from 10:00 a.m. to 5:00 p.m. Perhaps a charge could be made for visiting the CAT on these days, but I thought you had represented to the National Endowment for the Humanities that no charge would be made.

Sincerely yours,

Chase

MDB:1mm

cc: Mr. Milton McGreevy
Mr. Herman R. Sutherland
Dr. Nicholas Pickard

CAT

14th November, 1974

Telephoned Alex Lacy. He and John Bancroft will arrive Wednesday, November 20th at the airport at about 5:50 pm from Washington. They should get to the Plaza Inn around 6:45. They will be at the Gallery all day Thursday, probably leaving that evening.

C
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12th November, 1974

Master Eddie Speer,
President,
Seventh Grade Unified Studies Class,
Nallwood Jr. High School,
9700 Woodson,
Shawnee Mission, Kansas 66207

Dear Master Speer,

The Nelson Gallery is deeply grateful to you and your group for your considerate letter of November 5th.

The exhibition of Archaeological Finds of the People's Republic of China will be the largest the Gallery has ever attempted, while the installation of so many splendid objects is in itself a problem of concern. In addition to this, the large public attendance we anticipate will undoubtedly strain our facilities. You may be sure, then, that we profoundly appreciate any offers of help.

For my own part I am very gratified to learn of your interest in the whole subject of China and the incredibly long and creative civilization of that country. There are several specialists on the Gallery staff and you may be sure that at the proper time we will do everything we can to inform your class about the exhibition and its significance in one of the great cultures of the world.

Because of its heavy attendance the exhibition has enjoyed elsewhere, it has proved not practical to have guided tours, however there are many other ways in which you might be of assistance. I would suggest that Mrs. Martha Harp get in touch with Mr. Larry Eikleberry, Director of our Education Department, who is working closely with us, and I am confident we will find the most satisfactory ways in which you may be of help to us.

As the time for the exhibition draws near, we will be publishing a certain amount of material and securing posters and other illustrative aids, and I will see to it myself that your class is supplied with these.

Please convey our sincere thanks to all your members on behalf of myself and the Trustees for your welcome offer of assistance.

Cordially yours,

Laurence Sickman
Director

LS:jf

NALLWOOD JR. HIGH SCHOOL
SHAWNEE MISSION PUBLIC SCHOOLS
9700 WOODSON
SHAWNEE MISSION, KANSAS 66207
TELEPHONE 913-642-3363

Office of the Principal

November 5, 1974

Dr. Laurence Sickman, Director
Nelson-Atkins Art Galleries
45th and Oak Streets
Kansas City, Missouri

Dear Dr. Sickman:

Is there any way that a group of seventh graders in Overland Park can help you with the exhibition of the great art treasures of China? If we study very hard to become informed about the exhibits, can you use us as junior guides?

We have been talking about the exhibition, the newspaper stories, and the National Geographic article since school began. We know of an eighth grade class in St. Louis who has already earned the money for a field trip here next May. We notice an editorial in last Friday morning's paper indicates the exhibition has drawn from 4000 to 6000 people daily in Europe. When we visualized comparable crowds here, we began to wonder if we could be of any assistance to you.

Of course, our parents and our principal must approve any plans we make.

Another question, should we reserve a time now to see the exhibition ourselves?

We join the Kansas City Star and the rest of Kansas City in extending congratulations to you for securing this show, and we thank you for the opportunity to see it.

Yours very truly,

A Seventh Grade Unified Studies Class
(Mrs.) Martha Harp, Teacher

Eddie Speer
President

Scott Watts
Secretary

Lisbeth Bisang
Secretary

Dennis Strickland
Secretary

Frosty Suyot

Scott Ballard

Denny Klisch

Bill Kuhl

Clark Howes

Dana Schmidt

Diane Bell

Laurie Samuelson

Janice Goodman

Stu Pakley

Rochelle Bell

Dawn Breyer

Claine Coffin

Rachel McInturff

Jennifer Palmer

Brad Boloz

Steve Frank

JayBurrell

Deanna Oden

Diane Johnson

Tyn Zrey

CAT

11th November, 1974

J. Carter Brown, Esq.,
Director,
National Gallery of Art,
Constitution Avenue at sixth St.,
Washington, D.C. 20565

Dear Carter,

C
O

Only a note to tell you how remarkably helpful all of your staff were to Marc Wilson and our designer when in Washington, or, since it was the National Gallery, perhaps not so remarkable at all.

O
In any case you and your associates are making our task infinitely easier than it might have been and in every way relating to the exhibition the staff of the National Gallery went out of their way to ease our own path through this labyrinthian affair.

P
Gratefully yours,

Laurence Sickman
Director

V
LS:jf

CAT

8th November, 1974

In a telephone call to Donald Hall, it was arranged that Mr. Sickman and Marc Wilson would meet with Paul DeBacco at Hallmark. He is in Public Relations and Management. He will see if he can get us a project manager. The meeting will be next Tuesday, November 12th.

C
O
P
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Notes on a conversation with Peter Pastreich, Executive Director
of the St. Louis Symphony Orchestra, Monday, October 28th, 1974.

The St. Louis Symphony wants to give a benefit in St. Louis
for the Chinese show at the Nelson Gallery, and we would supply
them with lists of patrons.

The only possible dates for them are Feb. 28, March 13, 14,
15, or April 4.

We might get a private train (Bill Deramus?) and get a group
of people together to go down there.

Also the Symphony in St. Louis has commissioned a set of six
posters by leading contemporary artists, and he talked about the
possibility of selling them to the Sales and Rental Gallery.

"We are very grateful to the People's Republic of China for the opportunity to show this remarkable exhibition of a wide spectrum of Chinese culture, dating from ca. 600,000 B.C. to the 14th century A.D. We realize the responsibility in serving such a wide area of the United States, and we hope that we can mount the exhibition adequately and to the best possible advantage to the viewers, thereby facilitating an awareness and deeper understanding of the material culture of ancient China."

Sickman's ST

CAT

7th November, 1974

To Laurence Sickman

October 23rd, 1974

Entertainment of:

Mr. Hsieh Ch'i-meи, Washington
Mission, People's Republic of
China,

Mr. Chang Chih-shang, ditto,

Mr. Murray Zinoman, State
Department,
Marc Wilson and self

American Restaurant, Crown Center

\$ 92.15

Director

Y Charge to Director's Fund

CAT
Advance Booking

6th November, 1974

Otto Wittmann, Esq.,
Director,
The Toledo Museum of Art,
Monroe Street at Scottwood Ave.,
Box 1013, Toledo, Ohio 43697

Dear Otto,

We are, of course, deeply gratified that the Chinese Exhibition is coming to us, but I can tell you it is going to be one unbelievable task to install.

According to plans, the Exhibition will open here the 20th of April and continue until the 8th of June. Within the next fortnight I anticipate that we will have a booking secretary who will take care of arrangements for visiting groups.

No, I have not seen the book on jade, but glancing through the paper you included, it seems to have some really good pieces in it. We have never purchased in the area of so-called late jades, 17th and 18th century, but they are extremely popular with the visitors, and we have from time to time borrowed groups from other institutions with superfluous collections in this area. It is quite right that the early jades are, of course, the finest achievements in this adamantine material. Some of the later jades, particularly the animals, retain a great deal of style. The very elaborate incense burners with lids and so on nowadays bring stupendous prices. I would be very happy if we had such a collector here.

Every good wish.

Sincerely,

Laurence Sickman
Director

LS:jf

JADE FUNERARY SUIT (late second century B.C.)

The suit belonged to Tou Wan (pronounced Dough Wahn) wife of the prince Liu Sheng (pronounced Lioo Sheng) enfeoffed at Chung-shan, near modern Peking. Both the tomb of the Prince, who died in 113 B.C., and his wife were discovered by accident in 1968 at Man-ch'eng, Hopei (pronounced Hehbay) and are the most spectacular examples of an ancient Chinese magical practice of burying the dead in a jade suit. Both corpses, which had long since decayed, were fitted with these jade suits.

Preoccupied with the search for an elixir of life, Taoist magicians received increasing notice in the Western Han period. Their lore included a belief that jade could prevent the decay of the corpse, which therefore from about the time of the Man-ch'eng tombs was often furnished with small jade pieces intended to stop the nine orifices of the body, a cicada of jade being laid upon the tongue. Prince Liu and his wife took this belief to ostentatious length and prepared for themselves complete suits of jade, being perhaps the instigators of a fashion which was still observed occasionally in later times. Lady Tou's suit consists of 2,160 tablets of jade, varying in size from 4.5 x 3.5 cm to 1.5 x 1 cm, and 0.2 to 0.35 cm in thickness. The suit divides into twelve parts (back and front of torso and head, arms, legs, gloves and shoes) made as separate units with piping of silk-wound iron wire along the edges. The remaining stitching is with gold wire (of which in all 700 grammes were used), passed through holes at the corners of the tablets, except across the chest, where the jade tablets are held in place by adhesive attaching their binding tapes to a heavy cloth lining. The decayed tapes have had to be replaced. The jade was probably imported from Sinkiang.

CELESTIAL HORSE

This bronze celestial horse, shown flying on the back of a swallow, was excavated from a second century A.D. tomb in 1969, at Wu-wei in Western China's Kansu (pronounced Gahn-sue) Province. It was part of a large hoard of objects made for burial with a powerful general. The cache included 39 bronze horses, carriages, attendants, drivers and an image of the general. Goods made for burial represent perpetuation after death of the worldly goods and necessities the deceased enjoyed during this lifetime. Burial goods made of bronze are rare. They were usually made of humble substitutes -- wood or clay -- for the original deluxe materials of jade, bronze, gold and lacquer.

This celestial horse is the only known ancient Chinese representation of the type. Ancient Chinese believed that the celestial, flying horse possessed magical powers capable of conveying the dead to a distant paradise of immortality. Such a celestial horse was also thought to be capable of transforming itself into a dragon, which in Chinese lore is a benevolent creature associated with air, the sky, and positive life-giving creative forces.

ARCHAEOLOGICAL FINDS FROM THE PEOPLE'S REPUBLIC OF CHINA

The Trustees and Director of the Nelson Gallery-Atkins Museum, Kansas City, Missouri, take pleasure in announcing the receipt of a grant-in-aid of \$197,401 from the National Endowment for the Humanities.

The grant has been made primarily for the educational utilization of the world celebrated exhibition of ancient Chinese treasures, "Archaeological Finds from the People's Republic of China," which will be shown at the Nelson Gallery-Atkins Museum next spring after the initial opening of the exhibition in Washington at the National Gallery in mid-December. The grant funds will be channeled into many different programs, all having the common purpose of facilitating an awareness and deeper understanding of the material culture of ancient China. The exhibition begins with objects from the prehistoric, paleolithic periods (ca. 600,000 - 7,000 B.C.) and concludes with works from the Yüan Dynasty (1271-1368).

The decision to bring the exhibition "Archaeological Finds from the People's Republic of China" to Kansas City was made known to museum officials of Kansas City's Nelson Gallery-Atkins Museum by the Department of State. It represents a choice made after careful deliberation by the Department of State in consultation with numerous concerned governmental agencies and bureaus and with the White House. The decision thus reflects a careful weighing of many factors.

Factors influential in the decision include the geographical location of Kansas City, which, being in the heartland of the nation, and having a full range of transportation facilities, makes it accessible to that vast part of the country not dependent upon the densely populated eastern seaboard. The decision undoubtedly also recognizes the need to spread major cultural and educational activity more equitably across the nation, taking

into account ratios of utility, productivity and population.

The facilities of the Nelson Gallery-Atkins Museum and the existence of pertinent expertise and resources, represented by the international acclaim of its Chinese collections and reputation of its staff, were undoubtedly contributing factors.

The greater regional area serviced by Kansas City shares with the Chinese people a close connection with agriculture and related industries, which enhances the selection of Kansas City as the site of the second United States showing of the exhibition. The exhibition returns to Peking following its showing in Kansas City.

WILLIAM ROCKHILL NELSON GALLERY OF ART

The William Rockhill Nelson Trust

ATKINS MUSEUM OF FINE ARTS

4525 OAK STREET

KANSAS CITY, MISSOURI 64111

(816) 561-4000

NEWS RELEASE

EXHIBITION

ARCHAEOLOGICAL FINDS OF THE PEOPLE'S REPUBLIC OF CHINA

ARCHAEOLOGICAL FINDS OF THE PEOPLE'S REPUBLIC OF CHINA

The Exhibition of Chinese art and archaeological artifacts from the People's Republic of China, seen in Europe and Canada during the past eighteen months, will come to the United States and be on view December 13th, 1974, to March 30th, 1975, at the National Gallery of Art, Washington, D.C.

The Exhibition also will be seen April 20th to June 8th, 1975, at the Nelson Gallery-Atkins Museum in Kansas City, Missouri. The objects will then be returned to Peking.

The some 380 ancient treasures include the now-famous Flying Horse of Kansu (1st century A.D.) and the jade and gold shroud of Princess Tou Wan (late 2nd century B.C.).

The traveling assemblage was selected from among the thousands of objects excavated in the People's Republic of China from 1949 to 1972. Included are bronzes, pottery, porcelains and textiles ranging from pre-history to the Yüan Dynasty ending in the late 14th century A.D.

The Exhibition will be one of the largest international art loans to come to the United States. Packed in specially constructed cases fitted with shock-absorbing material, the Exhibition weighs thirteen tons and will be brought to Washington from Canada. Curators from the People's Republic of China will accompany the Exhibition during its stay in the United States.

Arrangements with the People's Republic of China have been made in Peking by the United States Liaison Office in China. In the United States, preparations for the Exhibition are being handled by the staffs of the National Gallery of Art, and the Nelson Gallery-Atkins Museum with support from the staff of the Freer Gallery of Art and coordination with the Liaison Office of the People's Republic of China in the United States and the Department of State's Bureau of Educational and Cultural Affairs.

The visit of the Exhibition to the United States is a further development of the cultural exchanges envisaged by the Shanghai Communique of February, 1972. Preliminary agreement was worked out during Secretary Kissinger's fall 1973 visit to the People's Republic of China.

A grant toward the expenses of the Exhibition has been provided the National Gallery of Art by the International Business Machine Corporation. The National Endowment for the Humanities has provided a grant to the Nelson Gallery-Atkins Museum.

Statement from Laurence Sickman, Director of the Nelson Gallery:

"We are very grateful to the People's Republic of China for the opportunity to show this remarkable exhibition of a wide spectrum of Chinese culture, dating from ca. 600,000 B.C. to the 14th century A.D.

We realize the responsibility in serving such a wide area of the United States, and we hope that we can mount the exhibition adequately and to the best possible advantage to the viewers, thereby facilitating an awareness and deeper understanding of the material culture of ancient China."

5th November, 1974

Joseph Fruchter, Esq.,
Vice-President,
The Cadillac Fairview Corp., Ltd.,
Box 22000, Station "A",
Toronto, Ontario M5W 1W2, Canada.

Dear Mr. Fruchter,

C
O
P
Y
Thank you for your letter of October 16th
expressing interest in replicas of the Flying
Horse.

We understand that these replicas were
made in England for the Royal Ontario Museum.
We are not ordering any for sale at the time of
the Chinese Exhibition in Kansas City, however,
and we regret that we cannot be of help to you
in this regard.

Thanking you for your good wishes for the
success of the Chinese Exhibition at the Nelson
Gallery, I am,

Sincerely yours,

(Mrs. Roy V. Finnell)
Secretary to the Director



Cadillac
Fairview

Urban Development Group

October 16, 1974.

Administrator,
Nelson Gallery,
Kansas City, Kansas.

Dear Sir:

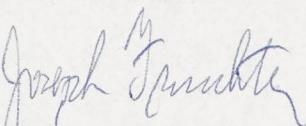
I am writing on the recommendation of Mr. Joseph G. English, Administrator of The National Museum of Washington. Mr. English has indicated to me that the National Chinese Exhibition, soon to be presented in Washington, will move on to the Nelson Gallery in Kansas City in the Spring.

During the Exhibition held here in Toronto, Canada, there were one hundred replicas of The Flying Horse sold and unfortunately, I missed the opportunity of purchasing one. As I have grown up and lived in China for about ten years, from 1938 to 1949, I have a particularly deep appreciation for this specific piece.

Mr. English advised that there may be a possibility of some replicas being produced for the Kansas Exhibition. Should this be the case, I would be most grateful if you could arrange for my purchase of one.

Hoping to hear from you in this regard and wishing you much success on the upcoming showing, I remain,

Yours very truly,
THE CADILLAC FAIRVIEW CORPORATION LIMITED


Joseph Fruchter,
Vice-President.

JF/sl

5th November, 1974

William R. Brown, of William R. Brown and Associates, 1828 Walnut,
called and suggested that at the time of the Chinese Exhibition
if there are poor students coming who can't afford hotels, that he
would be happy to organize a committee under the Rotary Club Housing
Bureau to put them up in private homes.

C
O
P
Y

5th November, 1974

William R. Brown, of William R. Brown and Associates, 1828 Walnut, called and suggested that at the time of the Chinese Exhibition if there are poor students coming who can't afford hotels, that he would be happy to organize a committee under the Rotary Club Housing Bureau to put them up in private homes.

INSTALLATION FILE CAT

CAT

4th Nov. 1974

Henry Godfrey called. Company
named Displayers.

Says his company is doing all
displays at the National Gallery.

Will be in touch with us.

C
O
P
Y

Jane

November 1, 1974

C Mr. Thomas J. Wood, Jr.
5900 Overhill Road
Shawnee Mission, Kansas 66208

Dear Tom:

O As you have seen in the paper, including the editorial which appeared this morning, the Nelson Gallery is going to be honored by having a most important Show of Chinese Art from the People's Republic of China. There will be a number of out-of-town guests here for the Opening, including important people from the State Department and officials from Washington, and the States of Missouri, Kansas, and Oklahoma.

P The Nelson Trustees plan to give a dinner, probably Saturday, April 19, 1975 or Sunday, April 20th, at the time of the Opening for a group of these people, including some of our local friends. I don't know the exact date or the size of the party but Mr. Sickman will be back in the next week or ten days and will be in touch with Miss Buschmann about it. I wanted to be sure that you and Miss Buschmann knew Mr. Blackwell, Mr. Sutherland, and myself wish to host such a dinner on approximately the above date so we may have some assurance of the availability of the Club.

Y

Sincerely,

Milton McGreevy
mco

Copy to Miss Dorothea Buschmann

cc: Mr. M. D. Blackwell
Mr. Herman R. Sutherland
Mr. Laurence Sickman
Mr. Ralph T. Coe
Mrs. Ross Taggart

Milton McGreevy

5

October 25th, 1974

Murray Zinoman telephoned from the State Department.

The agreement will be signed on Monday, October 28th. It will be announced by the State Department at noon on Tuesday, the 29th. Since they are one hour ahead of us, Phil Brimble can start delivering this release to the TV stations at 11 o'clock on the 29th.

If any additional information on the terms of the agreement is needed, refer to George Porter, of the State Department. Any questions as to why Kansas City was selected should be referred to the State Department.

C
O
P
Y

National Gallery of Art

Washington, D.C. 20565
Telephone: (202) 737-4215
Cable Address: NATGAL

October 22, 1974

Mr. Laurence Sickman, Director
William Rockhill Nelson Gallery of Art
Atkins Museum of Fine Arts
4525 Oak Street
Kansas City, Missouri 64111

Dear Mr. Sickman:

Thank you for your letter to Mr. Amussen of October 16th, which, in his absence, he has asked me to answer.

We understand that the Nelson Gallery wishes to order 25,000 copies of the Chinese catalogue, and 30,000 of the color signatures of the illustrated catalogue. These last will be delivered to you in flat sheets.

It is understood that the Nelson Gallery will assume its share of the costs for the above publications.

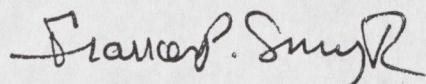
We have purchased publication rights from the Times of London, and we further understand that the Nelson Gallery will share the costs of these rights with the National Gallery.

As soon as we know the costs involved, we will inform you of them.

We look forward to visits from Mr. Wilson and Mr. Lowrey in early November.

With thanks for all your assistance and cooperation.

Sincerely yours,



Frances P. Smyth
Associate Editor

CAT

18th October, 1974

Alex Lacy, Esq.,
645 A Street N.E.,
Washington, D.C. 20002

Dear Alex,

By separate post I am returning the 800,000,000 The Real China which you so kindly lent me. We found so much of interest and value in it that I have acquired my own copy.

It is curious that so many of the situations he describes as being current in 1971 such as the confusion in university curriculum, seemed to be no farther advanced when our group visited the People's Republic of China in 1973, in fact a large part of his description could perfectly well apply to our own experience. What I found of special value of course, was Terrill's analysis of the revolution and his evaluations of its potential.

I only snagged on a few points, such as on p. 198, which implies that the U.S. wished to "get at" China. As an old Air Corps General Staff officer in the Strategic Bombing Division of Intelligence, I can appreciate McArthur's strategic decisions, and has a matter of fact Terrill himself at the bottom of p. 219 and 220 implies that Chairman Mao was led into war not through McArthur's bombings, but through a situation created by Moscow.

I have taken the liberty of making a few little pencil marks in the margin on pp. 28, 232, and 233, which I feel to some extent explain the complications we are experiencing in the negotiations. Everything really must be cleared from the top, and the Chinese have every reason to have a somewhat jaundiced view of any agreements on however minor a level, with Western powers.

Again, many thanks for introducing me to this stimulating book.

Every good wish to you and Mrs. Lacy.

By separate

Dear Alex,

Alex Lacy, Esq.,
Director of Public Programs,
National Endowment for the Humanities,
806 15th Street, N.W., Room 1201, Suite
Washington, D.C. 20506
Sincerely,

Laurence Sickman
Director
18th October 1974

LS:jf

WILLIAM ROCKHILL NELSON GALLERY OF ART

The William Rockhill Nelson Trust

Office of
LAURENCE SICKMAN
DIRECTOR

ATKINS MUSEUM OF FINE ARTS
4525 OAK STREET
KANSAS CITY, MISSOURI 64111
(816) 561-4000

UNIVERSITY TRUSTEES:
MILTON McGREEVY
MENEFEET D. BLACKWELL
HERMAN R. SUTHERLAND

17th October, 1974

Mrs. Emily Rice,
Executive Director,
Missouri State Council on the Arts,
Suite 410, 111 South Bemiston,
St. Louis, Missouri 63105

Dear Mrs. Rice,

Thank you so much for your helpful letter of October 7th.

We are, of course, deeply gratified to have received so substantial a grant from the National Endowment for the Humanities.

The official announcement from the State Department has not yet been released but we are hopeful that it may be in the very near future.

In the meanwhile our plans are developing rapidly, and we expect that within a fortnight we will be able to submit a detailed budget to the Council. Among the plans we envisage is a state-wide program of education in the history, civilization and arts of China. Hopefully the news media throughout the state will be of help to us, and co-ordinated with this will be a wide distribution of automated audio-visual presentations distributed to schools and libraries. We also anticipate personal appearances of informed lecturers in say about twenty carefully selected places.

We will seek sponsorship of the State Board of Education, and the State Library system, in lending their support and aid.

This is a very brief outline of our thinking and our eventual application will be considerably more detailed.

With renewed thanks to you and all the members of the Council for your interest and support, I am,

Sincerely yours,

Laurence Sickman
Director

LS:jf

MISSOURI
STATE
COUNCIL
ON
THE
ARTS

SUITE 410, 111 SOUTH BEMINSTON
SAINT LOUIS, MISSOURI 63105
PHONE: (314) 721-1672

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STAFF
MRS. LOTTIE WRIGHT
MRS. SHARON ZEHNTNER
MISS SUSAN PARADEE

October 7, 1974

Mr. Laurence Sickman, Director
William Rockhill Nelson Gallery of Art
Atkins Museum of Fine Arts
4525 Oak Street
Kansas City, MO 64111

Dear Mr. Sickman:

We were happy to receive a copy of your letter of October 2, 1974, announcing the grant of \$197,401 from the National Endowment for the Humanities.

Since it now appears that your plans are becoming finalized for the Chinese Exhibit, we look forward to receiving your application form in which you will make known to us your specific request from the Missouri State Council on the Arts. Our next Council meeting is scheduled for November 22, 1974, in Hannibal, Missouri. We hope that we might be able to hear in the very near future, any further information concerning the exhibit which might be presented to the Council at that time.

The Missouri State Council on the Arts is delighted to participate in making the Chinese Exhibit available to the Nelson Gallery and citizens of Missouri.

Sincerely,

Emily Rice

Emily Rice
Executive Director

ER/sp

17th October, 1974

Menefee D. Blackwell, Esq.,
Five Crown Center,
2480 Pershing Road,
Kansas City, Missouri 64108

Dear Chuck,

C Enclosed is a copy of the budget for the Chinese exhibition as revised on the 9th of July.

J Another revision will be necessary in order to eliminate the unacceptable contingency fund and indirect cost of NEH on page 8. These sums will either be devoted to the printing of the catalogue or distributed throughout the budget.

O A slash following the amount indicates it is borne by the Nelson Gallery, while an asterisk indicates the funds supplied by the National Endowment.

P There are a number of areas in which I hope we can economise. As for example, on the bottom of page one, \$10,000 for armed guards, I hope to approach Illus Davis and see if these cannot be supplied by the police force.

V If you have any questions, Marc Wilson will be here until the 21st and we will both be back on the 24th.

All best wishes.

Sincerely,

Laurence Sickman
Director

LS:jf

CAT

17th October, 1974

Peter Pastreich, Esq.,
Executive Director,
St. Louis Symphony Orchestra,
718 N. Grand Blvd.,
St. Louis, Missouri 63103

Dear Mr. Pastreich,

Thank you for your letter of October 15th,
and I am gratified to learn that you will be in
Kansas City.

On October 28th and 29th we will have a
small group here from the State Department and
the Mission of the People's Republic of China,
however I am sure that I can disengage myself
around 2:30 on the 28th, and will look forward
to the pleasure of meeting you.

Sincerely yours,

Laurence Sickman
Director

LS:jf

718 North Grand

Saint Louis Symphony Orchestra,

Executive Director,

Peter Pastreich, Esq.,

17th October, 1974



SAINT LOUIS SYMPHONY ORCHESTRA
POWELL SYMPHONY HALL

718 NORTH GRAND BLVD., ST. LOUIS, MISSOURI 63103 • AREA CODE 314 JEFFERSON 3-2500
WALTER SUSSKIND, CONDUCTOR AND MUSIC DIRECTOR

PETER PASTREICH
Executive Director

October 15, 1974

Mr. Lawrence Sickman
Director
Nelson Gallery
Rockhill 45th and Oak
Kansas City, Missouri

Dear Mr. Sickman:

I am planning to be in Kansas City on October 28 and 29, and would welcome the opportunity to spend a few moments with you. At this point I am free any time on the 28th after 2:00 p.m. or the morning of the 29th.

I hope we can get together.

Yours sincerely,


Peter Pastreich
Executive Director

PP:jcf

CAT

Meredith Palmer telephoned Wednesday, October 16th.

They have been in contact with the publishers of the Vienna catalogue, and they would make a contract with the publishers of the Vienna catalogue with certain provisions, namely that the authors get 10% of the costs of the catalogue, that the authors pass on any amendments, corrections or additions, and that the names of the authors appear on the title page.

Meredith Palmer called a second time to say that they are having a meeting on Friday of all hands in connection with publicity and press releases, and that Murray Zinoman will call Marc Wilson, since Mr. Sickman will be away Friday, and give him all details, right after the meeting.

Miss Palmer will try and have Alex Lacy at that meeting.

C
O
P
Y

CAT

16th October, 1974

Theodore Amussen, Esq.,
Editor-in-Chief,
National Gallery of Art,
Washington, D.C. 20565

Dear Mr. Amussen,

This letter is in line with your telephone conversation of the other day with Mr. Marc Wilson.

The Nelson Gallery wishes to order 25,000 copies of the official and authentic catalogue (whatever its title may be), edited by the Organization Committee of the Exhibition of the Archaeological Finds of the People's Republic of China.

It would also be most helpful if you could make a run of 30,000 of the color signatures to be delivered to us flat.

It has not, of course, been determined yet what the costs will be for the above publication and printing, but the Nelson Gallery will assume its share of such costs.

It is our understanding that the National Gallery has purchased publication rights from the Times of London for reproduction of this material by the National Gallery and the Nelson Gallery, and we anticipate, of course, assuming our share of these copyright costs.

I expect that Mr. Wilson, our Curator of Oriental Art, and Mr. John Lowrey, our Gallery Designer, will visit Washington early in November and doubtless a number of other matters will come up at that time.

Thanking you for your invaluable assistance in these matters, and with every good wish.

Sincerely yours,

Laurence Sickman
Director

LS:jf

Wednesday, October 16

Telephone conversation between Wilson
and Theodore Amussen (National Gallery)

Willson assured Amussen that Sickman was at the very moment writing letters confirming the Nelson Gallery's order of 30,000 color signatures and 25,000 copies of the true and authentic catalog.

Wilson made a verbal order with Amussen for two thousand large-sized copies of the poster of the Jade Funerary Suit without any text whatsoever.

Wilson explained to Amussen that the Nelson Gallery would not order any small-sized copies of the poster with text because the dates of opening and closing here were not yet fixed. Because of that uncertainty, the Nelson Gallery will print its own small-sized version of the poster here in Kansas City at some future time.

Wilson asked Amussen to send the color separations of the poster of the Jade Funerary Suit to the Nelson Gallery when the National Gallery has finished with them. He promised to do so.

PERSONAL AND CONFIDENTIAL

A meeting was held at the Nelson Gallery, October 10th, 1974, concerning the exhibition "Archaeological Finds of the People's Republic of China."

Present: Laurence Sickman, Dr. Charles Kimball, Donald Hall, Marc Wilson June Finnell.

D.H. As we have not had any conversations about CAT (Chinese Archaeological Treasures) since the early days, we would like to get updated. One very specific reason is to do the best possible for Kansas City in telling the story of our city around the country.

L.S. We want to pick your brains.

C.K. As the chairman of Prime Time we should be able to help.

L.S. We are going to depend on you for a lot of advice.

When the CAT show first came to Europe I wrote to John Richardson, Undersecretary for Cultural Affairs, State Department, to ask if there was any possibility of having the show here. He wrote back saying they would have to see. It has been in Paris, London, Vienna, Stockholm, and Toronto, in most places for political reasons. Some of these nations were first to recognise Communist China. I saw the catalogue of the exhibition and heard about the kind of installation problems, etc., and got cold feet. The State Department called and asked if we were still interested... I said we would take our hat out of the ring.

One day the State Department called up and said we had been elected. They got the final OK from Kissinger in Cairo. He wants K.C. to have it.

I went to Washington and met with Richardson. This is a very, very important thing in Kissinger's detente operations. The reason they want it in K.C. is to take care of the mid-West, the Rocky Mountain States, the Southwest, and the West Coast. It is not going to Los Angeles or San Francisco, although they put in very strong bids, but goes directly back to China. The Toronto budget was in the neighborhood of one million.

C.K. Where are you going to get the money?

L.S. We won't need a million dollars. We have this grant from the NEH. One of the enormous items in this show is the insurance. It is valued at \$50,000,000. The government will pick up the bill, in case anything happens.

We can't actually announce this exhibition until it has been announced by the State Department, and they can't announce it until they have signed the document with the Chinese. Since we don't recognise the People's Republic of China, they have appointed a civilian committee of about twenty people, including Milton McGreevy, who will sign these documents. Just between ourselves, and not for publication, the Chinese are being very difficult. In Toronto they did not sign until two weeks before the show opened.

M.W. If it goes to Washington, then we will be sure to get it.

C.K. It might be worth interest in civic pride if TWA brings it out here.

L.S. The military could fly it back to China, but the Chinese won't let them land there.

C.K. Let me know, and I will talk to Mr. Tillinghast about TWA.

L.S. IBM is financing the show entirely in Washington. IBM said they would like to give us \$50,000 towards the show. NEH said no, they didn't want IBM in it, so they increased their grant to \$197,401. I haven't heard yet what happened about Pan Am.

If the exhibition comes here it will probably be opened either by President Ford or Secretary Kissinger, and of course we will have all the senators, governors from the area, and a delegation from the State Department and the People's Republic of China. This would be about the 18th or 19th. This is just between us, of course.

We are faced with this problem. We are assuming a staggering responsibility in making this serviceable to a wide area. The NEH wants to make it a stupendous educational program. What we need, and perhaps you can advise us, is a project coordinator. We will also need two secretaries and so on. Where would I find a good man for three or four months who would be primarily a PR man, who could coordinate all aspects of this?

C.K. The man who immediately comes to my mind is Bill Estler, on the West coast. He also handles Hallmark's business. I would be inclined to get a man who was not a PR type but a general manager.

D.H. I will talk to my people.

L.S. We would want to get in touch with all airlines that fly into K.C., and perhaps get articles in their magazines and papers, then the Chamber of Commerce, Tourist and Convention Bureau. We will have between 30,000 and 50,000 visitors, who will need hotel and motel reservations.

C.K. We can help you materially with the PR aspect. Carl Byoir is our firm. They know K.C. They could be very helpful and creative.

L.S. We got a grant from the Missouri State Council on the Arts for \$20,000. We will make up cassettes, audio visual, which we will send to public libraries.

M.W. Jack Jones is doing a Chinese food article in Bon Appetit Magazine which covers the West coast.

C.K. We should get Larry together with you soon. He is with Carl Byoir.

L.S. We have to be very careful in publicity. We cannot say "Red" China or "Communist" China. It must be the People's Republic of China.

C.K. We need your permission to talk to Carl Byoir. They are reasonably secretive.

L.S. In all the catalogues there has been a map. The only map the PRC will allow is their own map.

We will have to get a good secretary and a booking agent. Already we have had half a dozen letters from people in other states wanting to bring groups.

C.K. There will be a lot of charter flight business in this.

M.W. It would be wonderful if TWA could become a sponsoring airline.

C.K. They may well assign a senior man to see about this.

L.S. There was a flap in Washington when the NEH announced the grant because it had not been announced by the State Department.

C.K. Let these people fight it out among themselves.

L.S. My problem is the date of the green light from the State Department. We should be pretty well lined up with our staff by November. The show will take up our entire East Wing, in about 16,000 square feet. Three Chinese curators and a translator come with the show. The Secret Service will take care of a lot. We should see Ike Davis about police. We have to have armed guards.

D.H. Have there been any demonstrations in any of the cities?

L.S. No, but there may be some in Washington.

Another reason for it coming here is that Mao Tse-tung's own interest is in agriculture. 80% of the Chinese are farmers. When we were in China we saw thousands of people leveling the land for the introduction of machinery.

C.K. We may want to do a job of educating the hordes of people that come to K.S., about the mid-West.

L.S. I have arranged with Pat Uhlmann to take these Chinese to the farms, grain fields, etc. The NEH will finance seminars on China. We want to set up programs with universities as soon as possible.

M.W. Universities, colleges, newspapers, public libraries. We are working with the University of Denver, which will coordinate efforts with the Public Library. Denver Art Museum will provide facilities for seminars.

C.K. You will have to have some mastermind to arrange all this.

M.W. I would like to get out to the general public too.

D.H. When would you feel free to go to the heads of these universities?

L.S. There is a non-profit organization, China-American Relations Committee. We would probably channel all these grants through this.

C.K. I would like to invite all the chancellors to a meeting and let them know.

M.W. Denver will be able to bring a certain number of professionals to this exhibition.

D.H. The regional universities could finance this on their own! There might be a substantial symposium here!

L.S. The State Department can't finance this themsleves.

D.H. I think we should ask Archie Dykes and the others, and tell them of the plans.

C.K. Perhaps have it on a Saturday morning so they would be able to come. Another way around it would be to select one of the three people from K.U., M.U., or O.U.

L.S. The strongest program is at K.U. Both Marc and I have faculty appointments at K.U.

M.W. We cannot always have all the meetings in this building. We need a meeting place.

L.S. The Chinese are very touchy about vetting everything. We cannot have docents. We can have accoustoguides. We must not mention Confucius on any tape, or speak of the Mongol invasion.

C.K. I think Don has a good idea in bringing Jim Olson over and having a meeting, and getting started.

L.S. The NEH doesn't mind if we spend some of this money on planning and the show does not come off. It behooves us to set this up in skeleton form. The Director of the National Gallery has a staff of fifteen working only on this. We have only two. It takes a big staff.

C.K. Don's outfit can give you some guidance. We can almost take over the national publicity for you.

L.S. The National Gallery has to have three or four special openings. They will send us out a protocol advisor from the State Department.

This is a unique opportunity, speaking selfishly, to publicise the mid-West. Also it is a unique opportunity to exploit this for the educational opportunity to acquaint people with the PRC.

D.H. And also it is a great opportunity for the Gallery.

M.W. Let me show you some graphics, posters. We hope to have all these posters in different sizes for store fronts and other places.

C.K. Has all this material been recently discovered?

L.S. Yes, all within the last twenty-five years. They have carried on a complete archaeological program. Begins 600,000 years ago, and there are 384 objects, all from tombs. Consequently they know all about each object. All their museums are loaded with stuff.

This is not just a pretty show. It illustrates Chinese culture. It is Chinese cultural history from the first flint down through the 14th century. Many of the objects are extremely beautiful. The idea is to show the wealth and ingenuity of Chinese culture over the centuries.

D.H. We have talked about universities. How are we going to get to the small educational institutions around the country?

L.S. We will have kits to send out.

C.K. Are you going to be able to afford all this?

L.S. The Trustees have put up \$50,000, and we have the NEH grant. We could go up to something like \$250,000.

D.H. Your job is really exposure to the public. You could reach the educational field in this region. Does the Scholastic Magazine publish regionally? It gets to the teachers.

C.K. National Geographic might do a job on this.

D.H. If they did it for the National Gallery it might be out by the time the show was here.

L.S. The sooner we get the information out, the better. The Washington show opens December 9th or 10th. When we get a coordinator I would first send him to Washington to meet with the National Gallery staff.

C.K. Another person who would be helpful would be Franklin Murphy.

D.H. The state Department of Education might be of help. They supervise and oversee school districts around Missouri. They have contacts with all the schools.

C.K. Jim Hazlett also might be helpful. He is back in Kansas City now.

L.S. I have to see the Mayor to see if the city will re-cover some of our galleries.

D.H. It might be most helpful to see Kipp and the Mayor together so both would have the same information.

June Finnell

Estimate of Catalogue Printing Costs, Based on an Edition
of 30,000

1.	Printers estimate for the completed catalogue, including illustrations, text, binding, etc.	\$ 75,000
2.	Times of London copyright on black and white and color illustrations	\$ 3,000
3.	Translators fees	\$ 2,000
4.	Purchase of black and white photographs from Times of London	\$ 2,000
		\$ 82,000

WILLIAM ROCKHILL NELSON GALLERY OF ART

Office of
LAURENCE SICKMAN
DIRECTOR

The William Rockhill Nelson Trust
ATKINS MUSEUM OF FINE ARTS
4525 OAK STREET
KANSAS CITY, MISSOURI 64111
(816) 561-4000

UNIVERSITY TRUSTEES :
MILTON McGREEVY
MENESEE D. BLACKWELL
HERMAN R. SUTHERLAND

PROJECT DESCRIPTION

Exhibition of Archaeological
Finds of the People's Republic
of China

The Exhibition of Archaeological Finds of the People's Republic of China demonstrates the evolution of Chinese material culture from paleolithic times to the 14th century A.D. through artifacts and works of art which are the finest examples culled from the enormous number revealed by archaeological effort carried on by the government of the People's Republic of China over the last twenty-five years. The Exhibition consists largely of objects unique in character, many of a kind never before seen in the Western world.

The significance of this Exhibition for drawing the attention of the American public to the material culture of China, its range, quality, and continuity, spanning millenia, cannot be exaggerated. It presents, through the variety and character of the objects, an opportunity for the layman to broaden his common habits of thought about his world by introducing him to the historical background of a major contemporary culture different from his own. In this respect it is anticipated that the Exhibition will generate a fresh interest in and better understanding of the Chinese people. For those devoted to Chinese studies, whether amateur or professional, the Exhibition provides a unique and otherwise unobtainable opportunity to study in depth the history of Chinese technology, aesthetic concepts, and the unique cultural structures evolved by the Chinese.

History of the Exhibition.

The Exhibition was organized by the People's Republic of China through the agency of The Chinese Committee for the Organization of Exhibitions of Archaeological Finds. By the courtesy of the Chinese government the Exhibition has been shown in Paris, London and Stockholm. It will be shown in Toronto from August 8 to November 16, 1974.

It is anticipated that the Exhibition will be shown at the National Gallery, Washington, D.C., from December 15, 1974 to mid-April, 1975.

It is understood that the government of the People's Republic of China and the Department of State of this country concur in allowing a second showing of the Exhibition in the United States at the Nelson Gallery-Atkins Museum, Kansas City, Missouri. The situation of Kansas City in the geographical center of the United States is an appropriate location for drawing audiences from the Midwest, Southwest, Rocky Mountain States and Pacific Coast. Kansas City enjoys good transportation facilities by bus, rail and air. Kansas City's midway location also makes stop-overs convenient for trans-continental travelers.

Because of Kansas City's location in the heart of the country, it is anticipated that this Exhibition will draw new audiences who have heretofore had little chance of benefiting from the stimulation offered by an exhibition of this kind and scale. It may also be mentioned that the Nelson Gallery-Atkins Museum enjoys an international reputation for its own collection of Chinese art.

Proposed Grant Period

It is proposed that the Exhibition be held in Kansas City from approximately May 1 to June 29, 1975. The grant period requested, however, extends from June 10, 1974 to August 1, 1975. The period preceding the Exhibition would largely be devoted to preparing the highly important interpretive and educational material. Notification to the public will also be made throughout this pre-exhibition time through the agency of educational institutions, businesses, civic organizations, professional academic groups, public school systems and appropriate public media. This activity is vital because the Gallery assumes the heavy obligation of making the importance of the Exhibition known throughout the Western

half of the United States in an effort to appeal to the widest possible audience, including those not normally within the sphere of the Nelson Gallery's audience. It is requested that the grant period be extended one month after the closing of the Exhibition for evaluation. This month would also be occupied with packing and shipping the Exhibition and with rehabilitation of the exhibition facilities.

Personnel, Work Plan and Installation.

The following staff members of the Nelson Gallery-Atkins Museum will fill key positions in the project: Laurence Sickman, Director, (Vitae attached); Assistant Project Director will be Marc Wilson, Curator of Oriental Art, (Vitae attached); Ross Taggart, Senior Curator, will supervise publications, (Vitae attached); Larry Eikleberry, Director of Education, will supervise educational programs.

The services of Dr. Chang Kwang-chih, Professor of Far Eastern Anthropology and Archaeology, Yale University, will be requested for a three day period in reviewing educational materials the staff will prepare for the Exhibition.

A public services and program coordinator for the Exhibition will be hired temporarily for a period of eight months and exclusively for exhibition work.

Work plan and installation.

The installation of this Exhibition will require the relocation of an important segment of the Gallery's holdings of European paintings. A selection of the best and most important of these will be re-hung elsewhere in the Gallery so that visitors from afar to the Exhibition may also make use of the opportunity to acquaint themselves with the Gallery's holdings in other areas if they so desire. Rehabilitation of the galleries

to their original purpose will be required.

The chronological presentation of the material according to didactic concepts necessitates a carefully planned flow of visitors. To accommodate the number of objects without compromising safety, attractiveness of presentation and accessibility to the public, a number of galleries presently displaying European paintings and drawings will be vacated. These include the eight galleries and wide corridor surrounding the three large galleries normally used for loan exhibitions. (Chart attached).

The Gallery possesses a considerable number of exhibition cases. These will be augmented, where necessary, by specially built cases. Cases, armatures and stands for specific objects especially constructed by the National Gallery will be available to the Nelson Gallery.

A certain number of lighting fixtures over and above those normally used by the Nelson Gallery will be required in order to satisfy the physical and aesthetic demands made by the Exhibition.

A public service and information desk will be constructed at one end of the Great Hall. The placement and shape of the desk will assist in crowd management. Other crowd management techniques will be employed whenever necessary. This desk is supplementary to the Gallery's usual public informational facilities, which are inadequate and poorly located for the purpose of the Exhibition, and will be devoted exclusively to this Exhibition.

The design and installation of the Exhibition will be the responsibility of the Gallery's technical staff, under the supervision of the Director and Assistant Director of the Project. Time limitations imposed by scheduling and the size of the show will require two additional preparatory assistants, who will be hired for a period of two weeks prior to

the Exhibition and one week after its closing, and three additional maintenance men for a total of twenty ~~mane~~ weeks.

Sufficient and stipulated security requires extraordinary and additional manpower to be hired temporarily and exclusively for this exhibition. Projections indicate that fifteen (15) additional security personnel will have to be hired for security and crowd management during the regular opening hours of the Exhibition, which are to be 10:00 am to 5:00 pm, Tuesday through Saturday, and Sunday 2:00 pm to 6:00 pm. Projected hours of special and additional opening will necessitate the same number of security personnel for evening hours, 5:00 pm - 10:00 pm and Sunday morning openings, 10:00 am to 2:00 pm.

Staffing of the public service desk will require four additional persons.

Educational Programs.

In the broadest terms, attendant educational efforts will attempt to inform the widest possible public of the character of the Chinese people and their material culture as exemplified in the Exhibition. The educational opportunity prompted by the Exhibition can happily be expanded by calling the Gallery's own extensive holdings of Chinese art and artifacts to the attention of those whose curiosity was stimulated in the first place by the material in the Exhibition.

The character of the Exhibition makes it ideal for education on nearly every level, due in good measure to the didactic emphasis of the original selection of objects and to the strictly educational manner of presentation. Selection was not prompted by aesthetic considerations alone, but rather by the value of the objects in delineating Chinese material culture. Presentation relies upon strict chronological order with the expectation that a sense of historical evolution will emerge and that such an arrangement will provide its own context for any

specific object.

Catalogue.

We look forward to sharing with the National Gallery the catalogue, which will be a modification of that used for the London and Toronto showings of the Exhibition. The text has been prepared by William Watson, based on detailed, expert publications by the archaeologists of the People's Republic of China. Watson is Professor of Chinese Art and Archaeology, University of London, and Head of Percival David Foundation of Chinese Art. Each of the three hundred eighty-five objects is illustrated in black and white. These are supplemented by numerous color-plates and photographs of archaeological sites.

The catalogue will be sold at a minimum markup only sufficient to cover costs and handling in order to ensure maximum distribution among the public.

Short Guide to the Exhibition.

This will be prepared by the Oriental and Education Departments of the Nelson Gallery and will be an illustrated foldout sheet having sixteen pages in the format of a doubled eight-page form. This will sell for approximately 25¢ - 35¢ and is intended for those who do not wish to purchase the more expensive catalogue. The short guide will cover a selection of highlights from the Exhibition and will offer a condensed introduction to the Exhibition. It is in the preparation of this and similar material that we are requesting the consultant services of Dr. Chang Kwang-chih, Professor of Far Eastern Anthropology and Archaeology, Yale University.

Children's Project Workbook.

Past experience has shown that the response of elementary level school children can be enlivened and made both more meaningful and long-

lasting through the use of project workbooks. The material of such workbooks is usually drawn exclusively from the exhibition and is re-worked and arranged in such a way as to elicit personal interpretive responses from the child. The project workbook for this exhibition will be prepared by the staff of the Education Department of the Gallery. It will be distributed free of charge prior to and during the Exhibition through the art teachers and art consultants of the public school systems of the Greater Kansas City region within practicable transportation distance.

Orientation Room.

An orientation room will be constructed outside the Exhibition area. It will carry two simultaneous automatic audio-visual presentations. One of these will be a background introduction providing specific context to the Exhibition. The other will introduce the visitor to urban, rural and scenic China, and include views of modern Chinese accomplishments in civil engineering.

Acoustiguides.

Two hundred acoustiguides will be made available through the Service Desk at a minimal charge to cover costs of servicing and distributing the units. The acoustiguide text will be prepared by the Project Director and Assistant Project Director, /the Consultant, with the coöperation and concurrence of the Chinese curators accompanying the Exhibition.

Interpretive Materials.

Extensive interpretive materials will accompany the Exhibition. These, it is expected, will be shared in part with the National Gallery and will include local maps, photomurals of archaeological sites, maps interpreting cultural and technological shifts and displays dramatizing the manufacture and original functions of selected types of objects in

the Exhibition. Explanatory labels will, of course, accompany each object in the Exhibition.

Formal lectures and films.

Four public lectures by acknowledged specialists will be scheduled for Sundays during the first six weeks of the Exhibition. Two films which accompany the Exhibition will be shown daily throughout the period of the Exhibition. These will be supplemented by occasional showings of films on archaeological finds in China, providing such films, which are currently available from the United Nations mission of the People's Republic of China, continue to be available.

Group and Tour Accommodation.

Provision for eliciting group visitors by appointment has been made. Guided tours to such groups will be offered by specially trained docents and will be tailored to meet the level of preparation of the group. In the case of advanced university groups, it is expected that the Project Director and Assistant Project Director will personally conduct tours of the Exhibition and informal seminars.

Extension Services.

Audio-visual programs introducing ancient Chinese culture and present-day archaeological work in the People's Republic of China will be circulated beginning three months prior to the opening of the Exhibition. Principal avenues of circulation will be: public libraries, civic groups, service clubs, the university and college departments of art, archaeology, history and anthropology.

In addition, colleges, universities and schools throughout the region will be urged to emphasize all aspects of Chinese studies in curricula in the 1974-75 academic year.

The following are examples of the kinds of organizations through which notification of the presence of the Exhibition in Kansas City

will be made:

College Art Association (appropriate regional conferences)
Association of Asian Studies (appropriate regional conferences)
American Oriental Society (appropriate regional conferences)
National Committee on United States - China Relations
College and University departments of art, archaeology,
history, and anthropology
Future Farmers of America
4-H Clubs
Service Clubs
Local Neighborhood Council groups.

It is anticipated that arrangements for public notification can be made also through national air, rail, and bus companies servicing Kansas City and the Western half of the United States. Similar cooperation is expected from major hotel chains.

Funding.

The actual mounting of the Exhibition and attendant educational programs is contingent upon substantial support from the National Endowment for the Humanities. The Nelson Gallery-Atkins Museum is prepared to contribute in funds, facilities, and personnel approximately 30% of the budget. Application has not at this time been made to other agencies. Plans, however, call for applications to the State Arts Councils of Kansas and Missouri. Such funding would be restricted to augmenting educational activities within these two states. For example, with these funds it would be possible to provide for bussing of visitors to the Exhibition and financing additional educational programs. Specific programs in this respect have not been made here nor have they been included in the budget, since such programs are contingent upon the receipt of funds from the two State Councils on the Arts.

The Kansas City Trusts and Foundations will be approached to aid with the transportation of local groups to the Exhibition. As in the previous case this is a restricted and contingent program and has therefore not been budgeted.

Evaluation.

Evaluation procedures will include not only the normal gate count, but effort will also be made to analyze attendance by regional distribution, age group, and by school or university affiliation, if any. Complete statistics will be supplied on the sale of catalogues and brochures and the distribution of other educational materials. Attendance at audio-visual programs will be monitored. These statistics will be weighed in relation to the population density and geographic extent of the audience which we are obliged to reach.

All personnel connected with the Exhibition will be requested to report periodically and as objectively as possible on audience response.

CAT

9th October, 1974

Murray Zinoman called. He and two Chinese will arrive on Sunday the 27th at 10oclock. They want to be met. We are to reserve three single rooms at the Plaza Inn for the 27th and 28th. They will leave on the 29th.

Murray Zinoman
Chang Chih-shang
Hsieh Ch'i-mei

C
O
P
Y

8th October, 1974

Charles Parkhurst telephoned this morning. They have decided not to use the English packers, Wingate and Johnson, and have informed them as such, and Parkhurst will send us a copy of the letter.

They are waiting for their catalogue to be cleared, but it has to be done from Peking, and they haven't heard anything about that.

They also are preparing their room labels, and if those are cleared by the Chinese, Parkhurst sees no reason they should not be used by us - the same ones. The two exhibitions are not separate exhibitions but are the same exhibition in tandem, going from one place to another, so that material cleared for one exhibition should be useable by the other.

Toronto hopes to be able to make a set of direct slides. They will not be ready in time for the National Gallery, but may be ready in time for us. We should get in touch with Barbara Stephen.

O

8th October, 1974

P

Murray Zinoman telephoned at 3:45 pm. Representatives from the Chinese Mission in Washington are planning now to come to Kansas City on October 28th and they may stay for several days. Mr. Sickman told him he would have to leave at the latest on the 30th, but Wilson would be here. Zinoman will let us know by Friday. In the meanwhile we will call the Plaza Inn and see if they are heavily booked for the 28th, 29th and 30th. Zinoman will let us know by Friday how many are coming, and the date. They may want to stay a day or two extra and see Kansas City with Marc Wilson.

The catalogue. The Chinese are now vetting the Washington catalogue, and they ask whether we would use the same. Zinoman told the Chinese that that was not yet determined, that we were thinking of publishing our own catalogue, but he did not mention to them that it would be based on the Vienna catalogue. He warns us that clearance would take much longer than we think, and we should not be optimistic and starry-eyed.

CAT

7th October, 1974

Dr. Ronald S. Berman,
Chairman,
National Endowment for the Humanities,
806 15th Street, N.W., Room 1001,
Washington, D.C. 20506

Dear Dr. Berman,

We were deeply gratified to see the copy of your letter of October 1st addressed to Milton McGreevy. From this we learned that the National Endowment for the Humanities has considerably awarded us a substantial sum to aid us in mounting the exhibition of "Archaeological Finds of the People's Republic of China," and particularly to help us in making every effort to insure that the maximum educational benefits is derived from this great collection being shown in the Middle-West. We much appreciate this very material expression of confidence in our abilities and you may be sure we are fully aware of the heavy responsibility we assume.

I must take this opportunity to tell you how very helpful Mr. Alex Lacy has been to us in all of our detailed plans and deliberations.

As soon as we have absorbed and informed ourselves concerning the specific details set forth in your letter, I will correspond with you again regarding our plans to implement this grant.

With every good wish.

Sincerely yours,

Laurence Sickman
Director

LS:jf

CART

7th October, 1974

Telephone call from Murray Zinoman, State Department, who said that representatives of the China Mission in Washington would like to come out and inspect the security and other facilities of the Gallery this month. They wanted to come next week, but Zinoman is tied up.

I read him my appalling October schedule, and we decided the only possible dates would be between the 25th and 28th of October, after I am back from the opening at China House, and before I leave for the American Assembly.

C
O
P
Y

NATIONAL ENDOWMENT FOR THE HUMANITIES

WASHINGTON, D.C. 20506



OCT 1 1974

Mr. Milton McGreevy
Trustee
Nelson Gallery of Art and
Atkins Museum of Fine Arts
4525 Oak Street
Kansas City, Missouri 64111

Dear Mr. McGreevy:

It is a pleasure to inform you that, in accordance with the application identified as H-21726, a grant of up to \$197,401 is awarded to the William Rockhill Nelson Gallery of Art and Mary Atkins Museum of Fine Arts in support of the "Exhibition of Archaeological Finds of the People's Republic of China" under the direction of Mr. Laurence Sickman.

The identifying number for this grant is PM-21726-75-12, and the grant period is August 1, 1974 through August 31, 1975. Commitment of grant funds can be made during this period only and must be for materials and services used during this same period.

This grant will be subject to the cost principles set forth in NFAH Publication 1-55 and the "General Grant Provisions," both dated July 1, 1972 and enclosed. In addition, the following specific provisions will be applicable to this award:

1. A revised budget, incorporating the following points, must be submitted for Endowment approval as soon as possible:

a. We note that the Gallery does not have a Federally negotiated indirect cost rate. To facilitate the awarding of this grant, the Endowment proposes that it support up to \$197,401 in direct costs, with the Gallery supporting the remainder of direct costs plus all applicable indirect costs.

Alternatively, the Gallery may wish to submit an indirect cost proposal to our Foundation for negotiation. Information for doing so will be furnished upon request.

..../....

As you may know, this alternative may be costly and time-consuming. If you choose the former alternative, the revised budget should reflect the distribution of additional direct costs to be supported by the Endowment.

b. "Contingency" is an unallowable budget category; funds for this item should be distributed to identifiable budget categories in the revised budget.

c. For your information, we point out one apparent arithmetical error in the budget recently submitted to the Endowment. The error occurs in the total for the category "Travel and Per Diem."

d. The revised budget should include an estimation of any project income. You are advised that, in the event that income derived from the sale or rental of the Acoustoguides, Catalogues, or other materials produced with support from this grant exceeds the cost of producing these items, all such profits must be placed in a special fund and used by the Gallery for future humanities programs in consultation with the staff of the Division of Public Programs of the Endowment.

2. Auditable institutional cost-sharing shall not be a requirement of this grant. However, all known cost-sharing and its sources should be listed in the final expenditures report.

3. An acknowledgement of Endowment support must be contained in all announcements and printed materials related to the exhibition and be displayed within the area of the exhibition itself. The form of such acknowledgements should be worked out in consultation with the staff of the Division of Public Programs.

4. Expenditures reports will be required as follows: a final report within 90 days of the completion of the grant and cumulative interim reports whenever payment is requested. An appropriate form and instructions will be found in Enclosure 1. For the limitations on advance payments, please see section 4 of the "Provisions."

5. A descriptive performance report will be required within 90 days of the completion of the grant in the format outlined in Enclosure 2. In addition, we request that you submit a copy of the catalogue and all other materials produced with support from this grant so that they may be

.../...

reviewed in conjunction with the final report.

When the revised budget has been received and approved, you will be advised by letter of this acceptance and of any additional specific provisions which may be applicable to this award. These additional provisions will be considered acceptable to you unless you register an objection within 30 days of the date of that letter.

All reports, payment requests, and correspondence pertaining to this award should be addressed to the Office of the Museums and Historical Societies Program of our Division of Public Programs.

Please confirm acceptance of this grant and the conditions attached to it by signing the copy of this letter and returning it in the enclosed envelope.

We look forward to the significant contribution this project may make to the humanities. If any questions arise in regard to it or if the Endowment can be of assistance as the project proceeds, please feel free to contact the above-mentioned Office.

Sincerely,

Ronald Berman
Chairman

cc: Mr. Laurence Sickman
Enclosures

July 1, 1972

PRINCIPLES FOR DETERMINING COSTS APPLICABLE TO GRANTS AND CONTRACTS WITH NON-PROFIT ORGANIZATIONS

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES...Office of Finance

NFAH 1-55

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

PRINCIPLES FOR DETERMINING COSTS APPLICABLE TO
GRANTS AND CONTRACTS WITH NON-PROFIT ORGANIZATIONS

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July 1, 1972

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

PRINCIPLES FOR DETERMINING COSTS APPLICABLE TO
GRANTS AND CONTRACTS WITH NON-PROFIT ORGANIZATIONS

A. PURPOSE AND SCOPE

1. Objectives

This document provides principles for determining the costs applicable to grants and contracts awarded by the Endowments and performed by non-profit organizations other than educational institutions and State and local Government organizations. These principles are confined to the subject of cost determination and make no attempt to identify the circumstances or dictate the extent of agency and institutional participation in the financing of a particular project. The principles are designed to provide recognition of the full allocated costs of work under generally accepted accounting principles. No provision for profit or other increment above cost is provided for in these principles.

2. Policy Guides

The successful application of these principles requires development of mutual understanding between representatives of non-profit organizations and of the Federal Government as to their scope, applicability, and interpretation. It is recognized that the arrangements for agency and organizational participation in the financing of a project are properly subject to negotiation between the agency and the organizations concerned in accordance with such Government-wide criteria as may be applicable, that each organization should be expected to employ sound management practice in the fulfillment of its obligation, and that each grantee or contractor organization in recognition of its own unique combination of staff, facilities and experience should be responsible for employing whatever form of organization and management techniques as may be necessary to assure proper efficient administration.

3. Application

These principles shall be applied in determining cost incurred in the performance of all grants and cost-reimbursement type contracts awarded by the Endowments.

B. BASIC CONSIDERATIONS

1. Composition of Total Cost

The total cost of a contract or grant is the sum of the allowable direct and indirect costs allocable to the grant/contract less any applicable credits. In ascertaining what constitutes costs, any generally accepted accounting method of determining or estimating costs that is equitable under the circumstances may be used.

2. Factors Affecting Allowability of Costs

Factors to be considered in determining the allowability of individual items of cost include (a) reasonableness, (b) allocability, (c) application of those generally accepted accounting principles and practices appropriate to the particular circumstances, and (d) any limitations or exclusions set forth in this document or otherwise included in the grant/contract as to types or amounts of cost items.

3. Definition of Reasonableness

A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by an ordinarily prudent person in the conduct of competitive business. The question of the reasonableness of specific costs must be scrutinized with particular care in connection with institutions or separate divisions thereof which may not be subject to the effective competitive restraints. What is reasonable depends upon a variety of considerations and circumstances involving both the nature and amount of the cost in question. In determining the reasonableness of a given cost, consideration shall be given to:

(a) Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the grant/contract;

(b) The restraints or requirements imposed by such factors as generally accepted sound business practices, arms length bargaining, Federal and State laws and regulations, and grant/contract terms and specifications;

(c) The action that a prudent businessman would take in the circumstances, considering his responsibilities to the public at large, the Government, his employees, his clients, shareholders or members and the fulfillment of the purposes for which the institution was organized; and

(d) Significant deviations from the established practices of the institution which may unjustifiably increase the grant/contract costs.

4. Definition of Allocability

A cost is allocable if it is assignable or chargeable to a particular cost objective, such as a grant/contract, project, product, service, process, or other major activity, in accordance with relative benefits received or other equitable relationship. Subject to the foregoing, a cost is allocable to a Government grant/contract if it:

- (a) Is incurred specifically for the grant/contract;
- (b) Benefits both the grant/contract and other work, or both Government work and other work, and can be distributed to them in reasonable proportion to the benefits received; or
- (c) Is necessary to the overall operation of the organization although a direct relationship to any particular cost objective cannot be shown.

5. Applicable Credits

The term "applicable credits" refers to those receipt or negative expenditure types of transactions which operate to offset or reduce expense items that are allocable to grants or contracts as direct or indirect costs. Typical examples of such transactions are: purchase discounts, rebates or allowances; recoveries or indemnities on losses; sales of scrap or incidental services; and adjustments of overpayments or erroneous charges. The applicable portion of any rebate, allowance, and other credit relating to any allowable cost, received by or accruing to the grantee/contractor shall be credited to the Government either as a cost reduction or by cash refund, as appropriate.

C. DIRECT COSTS

1. General

Direct costs are those costs which can be identified specifically with a particular project, an organization activity or any other organizational activity or which can be directly assigned to such activities relatively easily with a high degree of accuracy.

2. Application to Contract/Grant Agreements

Identifiable benefit to the contract/grant work rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect costs of contract/grant agreements. Typical transactions chargeable to a contract/grant agreement as direct costs are the compensation of employees for performance of work under the contract/grant agreement, including related staff benefit and pension plan costs to the extent that such items are consistently treated by the organization as direct rather than indirect costs; the costs of materials consumed or expended in the performance of such work; and other items of expense incurred for the contract/grant. Items charged as direct costs to Government-supported projects must be charged in a uniform manner to all other work of the organization in order to preclude an overcharge to the Government as a result of the Government's participation in the indirect cost pool. Even though a particular cost is designated as unallowable for purposes of computing costs charged to Government work, it nonetheless will be treated as a direct cost or activity if a portion of the organization's indirect cost is properly allocable to it.

D. INDIRECT COST

Indirect costs are those costs of an organization which are not readily identifiable with a particular project or activity but nevertheless are necessary to the general operation of the organization and the conduct of the activities it performs. The cost of operating and maintaining buildings and equipment, depreciation, administrative salaries, general telephone expenses, general travel and supplies expenses are types of expenses usually considered as indirect costs.

In theory, all such costs might be charged directly; practical difficulties, however, preclude such an approach. Therefore, they are usually grouped into a common pool and distributed to those organizational activities which benefit from them thru the expedient of an indirect cost rate. An indirect cost rate, then, is simply a device for determining fairly and expeditiously, within the boundaries of sound administrative principle, that proportion of an organization's general expenses each of its projects or activities should bear.

The indirect cost rate is the ratio between the total indirect expenses of an organization and some direct cost base, commonly either direct salaries and wages or total direct costs exclusive of capital expenditures. An indirect cost rate is established on the basis of an indirect cost proposal submitted by a grantee/contractor organization to the Endowment. Indirect costs are reimbursed to an organization based on its established rate as part of the costs of individual grants and contracts awarded by the Endowments.

**E. DETERMINATION AND APPLICATION
OF INDIRECT COST RATE OR RATES**

1. Indirect Cost Pools

(a) Subject to (b) below, indirect costs allocable to an organization's direct functions should be treated as a common pool, and the costs in such common pool should then be distributed to the individual projects benefiting therefrom by use of a single rate.

(b) In some instances a single rate for use across the board on all activities at an organization may not be appropriate, since it would not take into account those different environmental factors which may affect substantially the indirect costs applicable to a particular segment of work at the organization. For this purpose, a particular segment of work may be that performed under a single grant/contract or it may consist of work under a group of grants/contracts performed in a common environment. The environmental factors are not limited to the physical location of the work. Other important factors are the level of the administrative support required, the nature of the facilities or other resources employed, the scientific disciplines or technical skills involved, the organizational arrangements used, or any combination thereof. Where a particular segment of work is performed within an environment which appears to generate a significantly different level of indirect costs, provision should be made for a separate indirect cost pool applicable to such work. The separate indirect cost pool should be developed during the course of the regular distribution process, and the separate indirect cost rate resulting therefrom should be utilized provided it is determined that (1) such indirect cost rate differs significantly from that which would have been obtained under (a) above, and (2) the volume of work to which such rate would apply is material in relation to other activity at the institution.

2. The Distribution Base

Indirect costs should be distributed to each applicable project on the basis of direct salaries and wages, total direct costs or other basis which results in an equitable distribution. For this purpose, an indirect cost rate should be determined for each of the separate indirect cost pools developed pursuant to Section E.1. The rate in each case should be stated as the percentage which the amount of the particular indirect cost pool is of the base selected.

**F. APPLICATION OF PRINCIPLES
AND PROCEDURES**

1. Costs shall be allowed to the extent that they are reasonable (see B.3) allocable (see B.4) and determined to be allowable in view

of the other factors set forth in paragraph B.2. and Section G. These criteria apply to all of the selected items of cost which follow notwithstanding that particular guidance is provided in connection with certain specific items for emphasis or clarity.

2. Costs of all subcontracts under a grant or cost-reimbursement type contract are subject to those Federal cost regulations and policies appropriate to the subcontract involved. Thus, if the subcontract is for supplies or services with a non-profit organization other than an educational institution or State and local Governmental unit this document would apply; if the subcontract is with an educational institution, Bureau of the Budget Circular A-21 (Federal Procurement Regulation Part 1.15.3) would apply; etc.

3. Selected items of cost are treated in Section G. However, Section G does not cover every element of cost and every situation that might arise in a particular case. Failure to treat any item of cost in Section G is not intended to imply that it is either allowable or unallowable. With respect to all items, whether or not specifically covered, determination of allowability shall be based on the principles and standards set forth in this document and, where appropriate, the treatment of similar or related selected items.

4. Costs for any line item may not exceed 125 percent of the amount set forth in the approved budget without prior written approval of the Endowment.

G. GENERAL STANDARDS FOR SELECTED ITEMS OF COST

Sections G-1 through G-35 provide standards to be applied in establishing the allowability of certain items involved in determining costs. These standards should apply irrespective of whether a particular item of cost is properly treated as direct cost or indirect cost. Failure to mention a particular item of cost in the standards is not intended to imply that it is either allowable or unallowable; rather determination as to allowability in each case should be based on the treatment or standards provided for similar or related items of cost. In case of a discrepancy between the provisions of a specific grant/contract and the applicable standards provided, the provisions of the grant/contract shall govern. Under any given grant/contract the reasonableness and allocability of certain items of costs may be difficult to determine. This is particularly true in connection with non-profit institutions which are so diverse in nature and not subject to effective competitive restraints. In order to avoid possible subsequent disallowance or dispute based on unreasonableness or nonallocability, it is important that organizations entering into

grants or contracts with the Government seek agreement in advance of the incurrence of special or unusual costs in categories where reasonableness or allocability are difficult to determine. Such action may also be initiated by the Government. Examples of costs on which advance written agreements may be particularly important are:

1. Compensation for personal services;
2. Consultant fees;
3. Pre-award costs;
4. Publication and public information costs;
5. Royalties;
6. Training and educational costs;
7. Travel costs, as related to the class of air-travel accommodations allowable;
8. Use charge for fully depreciated assets;
9. Depreciation or use charge on assets donated to the institution by third parties.

1. Advertising Costs

Advertising costs mean the cost of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television programs, direct mail, exhibits, and the like. Only project related advertising costs are allowable.

2. Bad Debts

Any losses, whether actual or estimated, arising from uncollectible accounts and other claims, related collection costs, and related legal costs, are unallowable.

3. Capital Expenditures

The costs of equipment, buildings, and repairs which materially increase the value or useful life of buildings or equipment, are unallowable except as provided for in the contract/grant agreement. Funds may not be used for the acquisition of land, or any interest therein, except with specific prior approval.

4. Civil Defense Costs

Civil defense costs are those incurred in planning for, and the protection of life and property against, the possible effects of enemy attack. Reasonable costs of civil defense measures (including costs in excess of normal plant protection costs, first-aid training and supplies, fire-fighting training, posting of additional exit notices and directions, and other approved civil defense measures) undertaken on the organization's premises pursuant to suggestions or requirements of civil defense authorities are allowable when distributed to all activities of the organization.

Capital expenditures for civil defense purposes will not be allowed, but a use allowance or depreciation may be permitted.

5. Communication Costs

Costs incurred for telephone services, local and long distance telephone calls, telegrams, radiograms, cablegrams, postage and the like, are allowable.

6. Compensation for Personal Services

Compensation for personal services covers all remuneration paid currently or accrued to the organization for services of employees rendered during the period of performance under Government contract/grant agreements. Such remuneration includes salaries, wages, staff benefits and pension plan costs. The costs of such remuneration are allowable to the extent that the total compensation to individual employees is reasonable for the services rendered and conforms to the established policy of the organization consistently applied, and provided that the charges for work performed directly on contract/grant projects and for other work allocable as indirect cost to contract/grant projects are supported by records that include objective evidence of the distribution of compensation costs.

7. Contingency Provisions

Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening, are unallowable.

8. Depreciation and Use Allowances

(a) Organizations may be compensated for the use of buildings, capital improvements, and usable equipment on hand through use allowances or depreciation. Use allowances are the means of providing such compensation when depreciation or other equivalent costs are not considered. However, a combination of the two methods may not be used in connection with a single class of fixed assets.

(b) Due consideration will be given to Government-furnished facilities utilized by the organization when computing use allowances and/or depreciation if the Government-furnished facilities are material in amount. Computation of the use allowance and/or depreciation will exclude both the cost or any portion of the cost of buildings and equipment borne by or donated by the Federal Government, irrespective of where title was originally vested or where it presently resides and,

secondly, the cost of grounds. Capital expenditures for land improvements (paved areas, fences, streets, sidewalks, utility conduits and similar improvements not already included in the cost of buildings) are allowable provided the systematic amortization of such capital expenditures has been provided, based on reasonable determinations of the probable useful lives of the individual items involved, and the share allocated to a grant project is developed from the amount thus amortized for the base period involved. Amortization methods once used should not be changed for a given building or equipment unless approved in advance by the applicable Endowment.

(c) Where the use allowance method is followed, the use allowance for buildings and improvements will be computed at an annual rate not exceeding two percent of acquisition cost. The use allowance for equipment will be computed at an annual rate not exceeding six and two-thirds percent of acquisition cost of usable and needed equipment in those cases where the organization maintains current records with respect to such equipment on hand. Where the organization's records reflect only the cost (actual or estimated) of the original complement of equipment, the use allowance will be computed at an annual rate not exceeding ten percent of such cost. Original complement for this purpose means the complement of equipment initially placed in buildings to perform the functions currently being performed in such buildings; however, where a permanent change in the function of a building takes place, a re-determination of the original complement of equipment may be made at that time to establish a new original complement. In those cases where no equipment records are maintained, the organization will justify a reasonable estimate of the acquisition cost of usable and needed equipment which may be used to compute the use allowance at an annual rate not exceeding six and two-thirds percent of such estimate.

(d) Where the depreciation method is followed, adequate property record must be maintained and periodic inventory (a statistical sampling basis is acceptable) must be taken to insure that properties for which depreciation is charged do exist and are needed. The period of useful service (service life) established in each case for useable capital assets must be determined on a realistic basis which takes into consideration such factors as type of construction, nature of the equipment used, technological developments, and the renewal and replacement policies followed for the individual items or classes of assets involved. Where the depreciation method is introduced for application to assets acquired in prior years, the annual charges therefrom must not exceed the amounts that would have resulted had the depreciation method been in effect from the date of acquisition of such assets.

(e) Where an organization elects to go on a depreciation basis for a particular class of assets, no depreciation, rental or use charge may be allowed on any such assets that, under (d) above, would be viewed as fully depreciated provided, however, that reasonable use charges may be negotiated for any such assets if warranted after taking into consideration the cost of the facility or item involved, the estimated useful life remaining at time of negotiation, the actual replacement policy followed in the light of service lives used for calculating depreciation, the effect of any increased maintenance charges or decreased efficiency due to age, and any other factors pertinent to the utilization of the facility or item for the purpose contemplated.

9. Employee Morale, Health, and Welfare Costs and Credits

The costs of house publications, health or first-aid clinics and/or infirmaries, recreational activities, employees' counseling services, and other expenses incurred in accordance with the organization's established practice or custom for the improvement of working conditions, employer-employee relations, employee morale, and employee performance, are allowable. Such costs will be equitably apportioned to all activities of the organization. Income generated from any of these activities will be credited to the cost thereof unless such income has been irrevocably set over to employee welfare organizations.

10. Entertainment costs

Costs incurred for amusement, social activities, entertainment, and any items relating thereto, such as meals, lodging, rentals, transportation, and gratuities are unallowable.

11. Equipment and Other Facilities

The cost of permanent equipment or other facilities are allowable where such purchases are approved by the grantor Endowment or provided for by the contract/grant agreement. The term "permanent equipment" shall mean an item of property which has an acquisition cost of \$200 or more and has an expected life service of one year or more except when incurred as a result to compliance with specific provisions of contract/grant agreement, or instructions in writing from the grants officer.

12. Fines and Penalties

Costs resulting from violations of, or failure of the organization to comply with, Federal, State, and local laws and regulations are unallowable except when incurred as a result of compliance with specific provisions of the contract/grant agreement, or instructions in writing from the grants officer.

13. Insurance and Indemnification

(a) Costs of insurance required or approved, and maintained, pursuant to the contract/grant agreement, are allowable.

(b) Costs of other insurance maintained by the organization in connection with the general conduct of its activities, are allowable subject to the following limitations: (1) types and extent and cost of coverage must be in accordance with sound organizational practice; (2) costs of insurance or of any contributions to any reserve covering the risk of loss of or damage to Government-owned property are unallowable except to the extent that the Government has specifically required or approved such costs, and (3) costs of insurance on the lives of officers or trustees are unallowable except where such insurance is part of an employee plan which is not unduly restricted.

(c) Contributions to a reserve for an approved self-insurance program are allowable to the extent that the types of coverage, extent of coverage, and the rates and premiums would have been allowed had insurance been purchased to cover the risks.

(d) Actual losses which could have been covered by permissible insurance (through an approved self-insurance program or otherwise) are unallowable unless expressly provided for in the grant agreement, except that costs incurred because of losses not covered under existing deductible clauses for insurance coverage provided in keeping with sound management practice as well as minor losses not covered by insurance, such as spoilage, breakage and disappearance of small hand tools, which occur in the ordinary course of operations, are allowable.

(e) Indemnification includes securing the organization against liabilities to third persons and other losses not compensated by insurance or otherwise. The Government is obligated to indemnify the organization only to the extent expressly provided for in the contract/grant agreement, except as provided in (d) above.

14. Interest, Fund Raising, and Investment Management costs

(a) Interest paid on borrowed capital, however represented, is an unallowable cost.

(b) Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are allowable.

(c) Costs of investment counsel and staff and similar expenses incurred solely to enhance income from investments are allowable.

(d). Costs related to the physical custody and control of monies and securities are allowable.

15. Labor Relations Costs

Costs incurred in maintaining satisfactory relations between the organization and its employees, including costs of labor management committees, employees' publications, and other related activities, are allowable.

16. Losses on Other Grant Agreements or Contracts

Any excess of costs over income under any other contract/grant agreement or contract/grant of any nature is unallowable. This includes, but is not limited to, the organization's contributed portion by reason of cost-sharing agreements or any under-recoveries through negotiation of flat amounts or percentages for indirect costs.

17. Maintenance and Repair Costs

Costs incurred for necessary maintenance, repair or upkeep of property (including Government property unless otherwise provided for) which neither add to the permanent value of the property nor appreciably prolong its intended life but keep it in an efficient operating condition, are allowable.

18. Material Costs

Costs incurred for purchased material, supplies, and fabricated parts are allowable. Purchases made specifically for the contract/grant agreement should be charged thereto at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received by the organization. Withdrawals from general stores or stockrooms should be charged at their cost under any recognized method of pricing stores withdrawals conforming to sound accounting practices consistently followed by the organization. Incoming transportation charges are a proper part of material cost. Direct material cost should include only the materials and supplies actually used for the performance of the contract/grant agreement, and due credit should be given for any excess materials retained, or returned to vendors. Due credit should be given for all proceeds or value received for any scrap resulting from work under the contract/grant agreement. Where Government-donated or furnished material is used in performing the contract/grant agreement, such material will be used without charge.

19. Memberships, Subscriptions and Professional Activity Costs

(a) Costs of the organization's membership in civic, business, professional, and technical organizations/societies are allowable, when related to the grant program.

(b) Costs of the organization's subscriptions to civic, business, professional, and technical periodicals are allowable, when related to the grant program.

(c) Costs of meetings and conferences, when the primary purpose is the dissemination of technical information related to the grant program, are allowable. This includes costs of meals, transportation, rental of facilities, and other items incidental to such meetings or conferences.

20. Pension Plan Costs

Costs of the organization's pension plan which are incurred in accordance with the established policies of the organization are allowable, provided such policies meet the test of reasonableness and the methods of cost allocation are not discriminatory, and provided appropriate adjustments are made for credits or gains arising out of normal and abnormal employee turnover or any other contingencies that can result in forfeitures by employees which inure to the benefit of the organization.

21. Preaward Costs

Costs incurred prior to the effective date of the contract/grant agreement, whether or not they would have been allowable thereunder if incurred after such date, are unallowable unless specifically set forth and identified in the contract/grant agreement.

22. Professional Services Costs

(a) Costs of professional services rendered by the members of a particular profession who are not employees of the organization are allowable, subject to (b) and (c) below, when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Government. Retainer fees to be allowable must be reasonably supported by evidence of services rendered.

(b) Factors to be considered in determining the allowability of costs in a particular case include (1) the past pattern of such costs, particularly in the years prior to the award of Government grants; (2) the impact of Government contract/grants on the organization's total activity; (3) the nature and scope of managerial services expected of contractor's/grantee's own organizations; and (4) whether the proportion of Government work to the organization's total activity is such as to influence the organization in favor of incurring the cost, particularly where the services rendered are not of a continuing nature and have little relationship to work under Government contract/grants.

(c) Costs of legal, accounting, and consulting services and related costs, incurred in connection with organization and reorganization, prosecution of claims against the Government or patent infringement litigation, are unallowable.

23. Profits and Losses on Disposition of Plant, Equipment, or Other Capital Assets

Profits or losses of any nature arising from the sale or exchange of plant, equipment, or other capital assets, including sale or exchange of either short- or long-term investments, shall not be considered in computing contract/grant project costs.

24. Proposal Costs

Proposal costs are the costs of preparing bids or proposals on potential Government and nongovernment projects, including the development of technical data and cost data necessary to support the organization's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect costs and allocated currently to all activities of the organization, and no proposal costs of past accounting periods will be allocable in the current period to the Government projects. However, the organization's established practices may be to treat proposal costs by some other recognized method. Regardless of the method used, the results obtained may be accepted only if found to be reasonable and equitable.

25. Public Information Services Costs

Costs of news releases pertaining to project accomplishment are unallowable unless specifically authorized by the grantor Endowment.

26. Rearrangement and Alteration Costs

Costs incurred for ordinary or normal rearrangement and alteration of facilities are allowable. Special arrangement and alteration costs incurred specifically for the project are allowable when such work has been approved in advance by the sponsoring agency concerned.

27. Reconversion Costs

Costs incurred in the restoration or rehabilitation of the organization's facilities to approximately the same condition existing immediately prior to commencement of Government work, fair wear and tear excepted, are allowable.

28. Recruiting Costs

(a) Subject to (b), (c), and (d) below, and provided that the size of the staff recruited and maintained is in keeping with workload requirements, costs of "help wanted" advertising, operating costs of an employment office necessary to secure and maintain an adequate staff, costs of operating an aptitude and educational testing program, travel costs of employees while engaged in recruiting personnel, travel costs of applicants for interviews for prospective employment, and relocation costs incurred incident to recruitment of new employees, are allowable to the extent that such costs are incurred pursuant to a well managed recruitment program. Where the organization uses agencies, costs not in excess of standard commercial rates for such services are allowable.

(b) In publications, costs of help wanted advertising that include color, include advertising material for other than recruitment purposes, or is excessive in size (taking into consideration recruitment purposes for which intended and normal organization practices in this respect), are unallowable.

(c) Costs of help wanted advertising, special emoluments, fringe benefits, and salary allowances incurred to attract professional personnel from other organizations that do not meet the test of reasonableness or do not conform with the established practices of the organization are unallowable.

(d) Where relocation costs incurred incident to recruitment of a new employee have been allowed either as an allocable direct or indirect cost, and the newly hired employee resigns for reasons within his control within 12 months after hire, the organization will be required to refund or credit such relocation costs to the Government.

29. Severance Pay

(a) Severance pay is compensation in addition to regular salaries and wages which is paid by an organization to employees whose services are being terminated. Costs of severance pay are allowable only to the extent that such payments are required by law, by employer-employee agreement, by established policy that constitutes in effect an implied agreement on the organization's part, or by circumstances of the particular employment.

(b) Severance payments that are due to normal, recurring turnover and which otherwise meet the conditions of (a) above may be allowed provided the actual costs of such severance payments are regarded as expenses applicable to the current fiscal year and are equitably distributed among the organization's activities during that period.

(c) Severance payments that are due to abnormal or mass terminations are of such conjectural nature that allowability must be determined on a case-by-case basis. However, the Government recognizes its obligation to participate, to the extent of its fair share, in any specific payment.

30. Specialized Service Facilities
Operated by Organization

(a) The costs, including amortization by generally accepted accounting practice, of organization services involving the use of highly complex and specialized facilities such as electronic computers, including the cost of adapting computers for use, are allowable provided the charges therefor meet the conditions of (b) or (c) below, and otherwise take into account any items of income or Federal financing that qualify as applicable credits.

(b) The costs of such organization services normally will be charged directly to projects based on actual usage or occupancy of the facilities on the basis of a schedule of rates that (1) is designed to recover only aggregate costs of providing such services over a long term agreed upon in advance by the cognizant Federal agency on an individual basis, and (2) is applied on a nondiscriminatory basis as between Government projects and other work of the organization including usage by the organization for internal purposes. Commercial or accommodation sales of computer services will be charged at not less than the above rates; however, if the rates charged for these services are greater, the total amount of charges above the scheduled rates when significant may be considered in revising the schedule of rates. Further, within the constraints of this paragraph, it is not necessary that the rates charged for services be equal to the cost of providing those services during any one fiscal year.

(c) In the absence of an acceptable arrangement for direct costing as provided in (b) above, the costs incurred for such organization services may be assigned to contract/grant agreements as indirect costs, provided the methods used achieve substantially the same results. Such arrangements should be worked out in coordination with the applicable Endowment in order to assure equitable distribution of the indirect costs.

31. Staff Benefits

(a) Staff benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, military leave, and the like, are allowable provided such costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each.

(b) Staff benefits in the form of employer contributions or expenses for social security, employee insurance, workmen's compensation insurance, the pension plan, tuition, and the like, are allowable provided such benefits are granted in accordance with established organizational policies, and provided such contributions and other expenses, whether treated as indirect costs or as an increment of direct labor costs, are distributed to particular contract/grant projects and other activities in a manner consistent with the pattern of benefits accruing to the individuals or groups of employees whose salaries and wages are chargeable to such contract/grant projects and other activities.

32. Taxes

(a) In general, taxes which the organization is required to pay and which are paid or accrued in accordance with generally accepted accounting principles, and payments made to local governments in lieu of taxes which are commensurate with the local government services received are allowable, except for (1) taxes from which exemptions are available to the organization based on an exemption afforded the Government and the latter case when the sponsoring agency makes available the necessary exemption certificates, and (2) special assessments on land which represent capital improvements.

(b) Any refund of taxes, interest, or penalties, and any payment to the organization of interest thereon, attributable to taxes, interest, or penalties which were allowed as contract/grant costs, will be credited or paid to the Government in the manner directed by the Government provided any interest actually paid or credited to an organization incident to a refund of tax, interest and penalty will be paid or credited to the Government only to the extent that such interest accrued over the period during which the organization had been reimbursed by the Government for the taxes, interest, and penalties.

33. Transportation Costs

Costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered, are allowable. When such costs can readily be identified with the items involved, they may be charged directly as transportation costs or added to the cost of such items. Where identification with the materials received cannot readily be made, inbound transportation costs may be charged to the appropriate indirect cost accounts if the organization follows a consistent, equitable procedure in this respect. Outbound freight, if reimbursable under the terms of the contract/grant agreement, should be treated as a direct cost.

34. Travel Costs

(a) Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the organization. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed by the organization in its regular operations.

(b) Travel costs are allowable subject to (c), (d), (e), and (f) below, when they are directly attributable to specific work under a contract/grant agreement or are incurred in the normal course of administration of the organization and are in accordance with the established (written) travel reimbursement policies as applied to all business and activities of the organization.

(c) The difference in cost between first-class air accommodations and less than first-class air accommodations is unallowable except when less than first-class air accommodations are not reasonably available to meet necessary mission requirements, such as where less than first-class accommodations would (1) require circuitous routing, (2) require travel during unreasonable hours, (3) greatly increase the duration of the flight, (4) result in additional costs which would offset the transportation savings, or (5) offer accommodations which are not reasonably adequate for the medical needs of the traveler.

(d) Costs of personnel movements of a special or mass nature are allowable only when authorized or approved in writing by the sponsoring agency or its authorized representative.

(e) Foreign travel costs are allowable only when the travel has received specific prior approval of the Endowment. Each separate foreign trip must be specifically approved. For purposes of this provision, foreign travel is defined as "any travel outside of Canada and the United States and its territories and possessions."

(f) Expenditures for domestic travel may not exceed \$500, or 125 percent of the amount set forth in the approved budget for such travel, whichever is greater, except with prior approval of the Endowment.

35. Termination Costs Applicable to
Contract/Grant Awards

(a) Termination of awards generally gives rise to the incurrence of costs or to the need for special treatment of costs, which could not have arisen had the award not been terminated. Items peculiar to termination are set forth below. They are to be used in conjunction with all other provisions of this section in the case of termination.

(b) The cost of common items of material reasonably usable on the organization's other work will not be allowable unless the organization submits evidence that it could not retain such items at cost without sustaining a loss. In deciding whether such items are reasonably usable on other work of the organization, consideration should be given to the organization's plans and orders for current and scheduled work. Contemporaneous purchases of common items by the organization will be regarded as evidence that such items are reasonably usable on the organization's other work. Any acceptance of common items as allowable to the terminated portion of the agreement should be limited to the extent that the quantities of such items on hand, in transit, and on order are in excess of the reasonable quantitative requirements of other work.

(c) If in a particular case, despite all reasonable efforts by the organization, certain costs cannot be discontinued immediately after the effective date of termination, such costs are generally allowable if they are otherwise allowable under the contract/grant agreement. Costs continuing after termination due to the negligent or willful failure of the organization to discontinue such costs will be considered unacceptable.

(d) Loss of useful value of special tooling, and special machinery and equipment is generally allowable, provided (1) such special tooling, machinery, or equipment is not reasonably capable of use in the other work of the organization; (2) the interest of the Government is protected by transfer of title or by other means deemed appropriate by the contract/grant officer or equivalent; and (3) the loss of useful value as to any one terminated agreement is limited to

that portion of the acquisition cost which bears the same ratio to the total acquisition cost as the terminated portion of the agreement bears to the entire terminated agreement and other Government agreements for which the special tooling, special machinery, or equipment was acquired.

(e) Rental costs under unexpired leases are generally allowable where clearly shown to have been reasonably necessary for the performance of the terminated agreement, less the residual value of such leases, if (1) the amount of such rental claimed does not exceed the reasonable use value of the property leased for the period of the agreement and such further period as may be reasonable; and (2) the organization makes all reasonable efforts to terminate, assign, settle, or otherwise reduce the cost of such lease. There also may be included the cost of alterations of such leased property, provided such alterations were necessary for the performance of the agreement, and of reasonable restoration required by the provisions of the lease.

(f) Settlement expenses including the following are generally allowable: (1) accounting, legal, clerical, and similar costs reasonably necessary for the preparation and presentation of settlement claims and supporting data with respect to the terminated portion of the agreement, and the termination and settlement of subagreements; and (2) reasonable costs for the storage, transportation, protection, and disposition of property provided by the Government or acquired or produced by the organization for the agreement.

(g) Claims under subagreements, including the allocable portion of claims which are common to the agreement and to other work of the organization, are generally allowable.

Mr. Sichman
July 1, 1972

GENERAL GRANT PROVISIONS
APPLICABLE TO GRANTS AND CONTRACTS WITH THE
NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES...Office of Finance

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GENERAL GRANT PROVISIONS APPLICABLE TO GRANTS AND CONTRACTS
WITH THE NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

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7/1/72

GENERAL GRANT PROVISIONS

1. Introduction

The following provisions, in addition to any special conditions incorporated in the grant award letter, are applicable to and binding upon recipients of grants from the Endowments of the Foundation. Grantees should understand that acceptance of an award creates a legal duty on the part of the grantee to use the funds in accordance with the terms of the grant and to comply fully with all provisions and conditions. In the event of a conflict between these provisions and any special conditions of the grant award letter, the terms of the grant award letter will govern.

It is understood that whenever the Chairman finds that the grantee is not complying with the terms and conditions of the grant or has diverted grant funds for purposes other than those for which they were awarded or paid, he shall make no further grants or payments on current grants until the default or failure to comply with such terms and conditions or the diversion has been corrected, or, if compliance or correction is impossible, until the grantee repays or arranges for repayment of the Federal funds which have been improperly diverted or expended.

2. Definitions

As used throughout this grant document the following terms shall have the meaning set forth below:

- a. The term "Foundation" means the National Foundation on the Arts and the Humanities.
- b. The term "Endowment" refers to either the National Endowment for the Arts or the National Endowment for the Humanities, whichever is the grantor agency.
- c. The term "Grantee" means the organization/institution/individual/group named in the grant award letter as the recipient of the grant.

- d. The term "Project" is the identified activity or program approved by the Endowment for support.
- e. The term "Grant Period" means the period of time specified in the grant award and/or amendment letter during which project costs may be charged against the grant.
- f. The term "Subgrant" means a written agreement between the grantee and a third party (subgrantee/subcontractor), involving payments in cash or in kind to provide assistance for a specified purpose (for purposes of these Provisions, subcontract is synonymous with subgrant). However, the term "subgrant" excludes (1) purchase orders not exceeding \$1,000, (2) competitively bid fixed-price subcontracts, and (3) subcontracts or purchase orders for public utility services at rate established for uniform applicability to general public.
- g. The term "Subgrantee" means the third-party organization/institution/group/individual named in the subgrant award letter as the recipient of assistance from a grantee for a specific purpose (for purposes of these Provisions the term "subgrantee" is synonymous with subcontractor).

3. Non-Profit Status

- a. (This Provision applies only to grants of the National Endowment for the Arts.)

The National Foundation on the Arts and the Humanities Act of 1965, as amended, requires that grants made by the National Endowment for the Arts to organizations/institutions, or groups may only be made to those which are non-profit and to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. (This requirement does not apply to individual awards.) It is, therefore, the responsibility of the grantee to notify the Endowment promptly of any changes from such non-profit, tax-exempt status.

- b. (This Provision applies only to grants of the National Endowment for the Humanities.)

The National Endowment for the Humanities is authorized to make grants to "groups," and the National Foundation on the Arts and the Humanities Act of 1965, as amended, defines a "group" as including "any State or other public agency, and any non-profit society, organization/institution, association, museum, or establishment in the United States, whether or not incorporated." By accepting this grant (unless it is a grant to an individual) the recipient warrants itself to be a "group" qualified under the above definition. It is the responsibility of the grantee to notify the National Endowment for the Humanities/promptly of any changes from this status.

c. (This Provision applies to grants of either Endowment.)

It should be understood by the grantee that in the event an award of a grant is erroneously made to an organization/institution or group subsequently determined to be technically ineligible for a grant under the Act, the award will be terminated and the grantee will be required to repay to the grantor Endowment funds received under the improper award.

4. Cash Requests

It is the responsibility of the grantee to assure that payments requested from the Endowment are not in excess of the reasonably anticipated cash needs of the grantee/subgrantee. Payments may be requested at any time. In no event, however, may an advance payment be requested in an amount that exceeds the anticipated cash needs of grantee/subgrantee for a three-month period. In the case of grants for \$100,000 or more, the amount requested may not exceed that required for a thirty-day period. Each payment request must be submitted on the appropriate form, and submission in conjunction with reports of expenditures is encouraged.

In accordance with the second paragraph of Section 1 payments on current grants will not be made if the Endowment Chairman finds that the grantee has failed to comply with the terms and conditions of the current or any prior Endowment grant.

5. Limitations on the Use of Grant Funds

a. Grant funds may be expended only for project purposes set forth in the proposal as originally approved or subsequently amended.

b. Proposed amendments must be submitted in writing by the grantee's authorizing official for written approval by the Endowment.

Significant changes requiring such action include:

(1) Changes of project purpose or scope.

(2) Changes in the key professional personnel identified in the approved proposal.

(3) Changes in duration of the grant period. Grant periods may be extended with the Endowment's approval. (Changes should be requested at least 30 days prior to the termination of the grant period.)

(4) Changes which would decrease the non-Federal contribution toward project cost to less than the amount stated in the grant award letter.

c. Commitment of grant funds, and of such non-Federal funds as are required, must be incurred during the grant period. Commitments outstanding as of the official termination date shall be liquidated within 90 days after the termination of the grant period except in the case of commitments relating to subgrants extending beyond that period, which may be liquidated in accordance with the needs of the subgrantee. Also, such commitments must relate to goods or services provided and utilized within the grant period, again excepting commitments relating to subgrants extending beyond that period.

d. In cases where funds have been misapplied by a grantee or subgrantee, the Endowment has an ownership interest in all funds or property acquired with the use of misapplied funds. Funds remaining uncommitted at the termination of the grant period must be returned with the final financial report by check payable to "National Endowment for the Arts," or "National Endowment for the Humanities," whichever is applicable. In those unusual circumstances when interest accrues on Federal funds, the interest must be remitted to the Endowment by separate check, except that States, their agencies or instrumentalities (exclusive of State Institutions of Higher Education and hospitals) shall not be subject to this requirement.

e. The total payment by the Endowment to the grantee will not exceed the amount set forth in the original grant award letter or a written modification thereof.

f. The grantee shall not provide funds for any subgranting program or project not set forth in the approved budget without prior approval of the Endowment.

6. Cost Principles

Allowable costs shall be determined in accordance with the Cost Principles set forth in the grant letter (i.e., Office of Management and Budget Circular No. A-21/No. A-87 or National Foundation on the Arts and the Humanities Cost Principles NFAH 1-55, as amended to the date of the grant award letter), copies available upon request. Unless otherwise specified an indirect cost rate accepted by the Endowment shall be considered a predetermined rate for the duration of the grant period.

7. Grant Accounting, Records and Reports

a. The grantee shall maintain accounts, records, and other evidence pertaining to costs incurred and revenues acquired under this grant. The system of accounting employed by the grantee shall be in accordance with generally accepted accounting principles, and will be applied in a consistent manner so that the project expenditures can be clearly identified. The records should clearly show that matching or cost sharing expenditures are not less than the amount contemplated in the grant agreement and amendments thereto.

b. Grantees will submit periodic reports of expenditures and such other financial reports and descriptive reports as the Endowment may require. In all cases the grantee is required to submit, within 90 days after the termination of the grant period, (1) a final financial report on the appropriate form and (2) a descriptive report stating what was accomplished with Endowment support.

c. The Endowment may inspect and audit the grantee's financial accounts and records, or may designate a qualified person to do so on its behalf, at any time during reasonable business hours and with such frequency as may be deemed necessary. Inspection and audit may include predisbursement visits to determine the adequacy of the grantee's accounting system. In addition, the United States General Accounting Office may conduct inspections and audits when and to the extent it deems advisable. Financial records must be kept on file for a minimum of three years following the termination of the grant period. The required retention period may be extended by written notification from the Foundation.

d. Grantee further agrees to include in all his subgrant agreements hereunder a provision requiring the submission of periodic expenditure reports from subgrantees and provision to the effect the subgrantee agrees that the Federal Government shall, until three years after final payment under the subgrant have access to and the right to examine any directly pertinent books, documents, papers, and records of such subgrant or subcontract.

8. Equipment and Title to Property

Unless otherwise specified in the grant award letter, title to equipment purchased with Endowment funds will be vested in the grantee organization/institution/individual/group without further obligation to the Government. At the end of the grant period, grantee shall submit a list to the Endowment of all equipment purchased with project funds showing the type of each item and its cost.

9. Collection of Information

In cases where the grantee collects information as by interview or by questionnaire, from the public in connection with the research or other general-purpose project on his own initiative, he may not, without prior written approval from the Endowment, represent in any way that the information is being collected by or for a Federal agency.

10. Printing and Duplicating

(This section applies only to grants of the National Endowment for the Humanities.)

National Endowment for the Humanities grant funds shall not be used for the duplication of one thousand or more copies of material or for any printing costs unless specifically authorized by the grant award letter.

11. Publication and Acknowledgement of Endowment Funds

a. The grantee may publish, without charge to grant funds, the results of grant activity provided that such publications (printed, visual, or sound) contain an acknowledgment of Endowment grant support. Publications must include in an appropriate place a statement that the findings, conclusions, etc., do not necessarily represent the view of the Endowment. At least two copies of printed publications must be furnished to the Endowment.

b. Any tangible result of grant activity (productions, displays, exhibits, etc.) should bear an acknowledgment of Endowment support.

12. Copyright

The Federal Government reserves a non-exclusive license to use and reproduce for Government purposes, without payment, any publishable matter, including copyrighted matter, arising out of grant activities where the Government deems it in its interest to do so.

13. Fair Labor Standards

(This section applies only to grants of the National Endowment for the Arts.)

Where appropriate, the grantee will furnish adequate assurances as to labor standards by signing one copy of DL Form 1-297 and returning it to the Endowment.

a. All professional performers and related or supporting professional personnel employed on projects or productions which are financed in whole or in part under the grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for persons employed in similar activities.

b. No part of any project or production which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be prima-facie evidence of compliance.

14. Civil Rights

Title VI of The Civil Rights Act of 1964 provides that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance." (Section 601)

All grants are subject to review to determine whether grantees are meeting the requirements of Title VI and are eligible to continue to receive such Federal assistance.

15. Termination of Grants

The Endowment may, at its discretion after consultation with the grantee, terminate on 30 days written notice any grant, in whole or in part. Such termination shall not affect any commitment which, in the judgment of the Endowment, had become firm prior to the effective date of the termination. The grantee agrees to furnish the Endowment, within 60 days after the date of termination, an itemized accounting of funds expended, obligated and remaining under the grant. The grantee also agrees to remit within 30 days after the receipt of a written request therefor, any amount determined to be due.

Enclosure 1

NATIONAL ENDOWMENT FOR THE HUMANITIES
WASHINGTON, D.C. 20506

GRANT EXPENDITURES REPORTING AND REQUESTS FOR PAYMENT

Important

Read the following instructions carefully before completing this form.

This form is used to report (1) interim expenditures, (2) final expenditures, and (3) to request payments.

Submit two copies of the completed and signed form when reporting interim expenditures and/or requesting payment.

Submit four copies when reporting final expenditures to complete the grant records.

General Instructions:

All grantees must submit:

- 1) Monthly or quarterly interim reports of cumulative expenditures according to the schedule indicated in an award letter, and
- 2) a final expenditures report within 90 days after the termination of the grant period. The date of termination shall be that designated in the award letter or subsequently acknowledged by the Endowment.

Vouchers, bills, invoices, and other documents substantiating the expenditures listed in these reports must be maintained for a period of three years after the project's termination date, or until an official audit has been completed and any exceptions resolved.

Specific Instructions:

In the heading: Indicate whether the report is an interim or final report by crossing out the inapplicable word. "Period of Report" will cover, cumulatively, from the commencement of the grant through a pertinent accounting period. On final reports, this period should be identical to item "3. Grant Period." Indicate items 1. through 4. as they appear in an award letter.

Item 5

Approved Budget

In the column headed "Amount," list the budget costs currently approved by NEH according to the categories indicated. If possible, list only the estimated costs to be charged to grant funds and not total project costs. (Grant or awarded funds are covered by the official grant or amendment letter, and include outright grant funds, gifts received by Endowment in support of the project, and Federal matching funds.)

- Item 5A** This category does not include consultant fees or purchased/contractual services which should be listed under "E. Other." If fringe benefits were listed separately in the approved budget, they should also be listed under "E. Other;" otherwise include here.
- 5B** Include both transportation and subsistence. Subsistence refers to lodging, meals, and incidental travel expenses, whether paid by a per diem allowance or on an actual cost basis.
- 5C** Consumable materials and generally any items purchased which have short-term usefulness are considered supplies. Specific examples are films, tapes, office supplies, archaeological supplies, postage, etc.
- 5D** Include purchased items of a durable nature, or generally, those which had an acquisition cost of \$200 and will function for a period of one year or more. Rental of equipment should be listed under "E. Other."
- 5E** List categories of expense other than the four listed above. Such categories include space and equipment rentals, duplication costs, consultant fees, transportation of supplies and equipment, books (other than library acquisition), telephone and any other special items appearing in the budget approved by NEH. If the number of lines are insufficient to accommodate these items, enter a total on line "E. Other" and attach a detailed schedule.
- 5F** Indicate the approved indirect cost rate and to what this rate applies, i.e., salaries and wages (S&W), or total direct costs (TDC).
- 5G** Indicate the sum of the above. Since, normally the budget shown is for NEH grant funds, this may be identical to item "4. Amount of Grant."
- Item 6** Expenditures
- 6a** This column must show the cumulative expenditures lodged against the budgeted grant costs and categories listed under item "5. Approved Budget." The period covered by the accumulated expenditures must be the same period indicated in the heading as "Period of Report;" therefore, the total on line G. would be the total expenditures of granted funds since commencement of the grant period.
- On line H. indicate the total of Federal payments received under the grant. If this figure is different from that on line G., then the difference should be indicated on line I.

- 6b This column should show the financial contribution of the grantee to the project costs. These costs should be reported as they occur or are recorded. They must be auditable, and they must relate to the estimated cost-sharing as stated in the approved budget unless a change has been authorized and approved by the Endowment. The total of this column must be explained by source and amount in item 7.
- 6c This column is the sum of columns 6a and 6b and shows the total cost of the project for the stated period.
- Item 7 Give the source(s) and amounts of cost-sharing funds used to cover expenses shown in column 6b above.
- Item 8 Indicate any interest that may have accrued as a result of Federal grant funds deposited to an account. Such interest must be returned in full to the Endowment at the time of submission of the final report. Make check payable to "U.S. Treasury."
- Item 9 When appropriate, indicate the amount requested in reimbursement of expenditures plus an authorized advance, if desired. The period to be covered by the advance should be indicated. (See "Provisions")
- Item 10 The report must be certified by both the person responsible for the program and a financial officer in charge of the project account. Signatures should be in ink. Telephone contact should be indicated to facilitate resolution of questions or differences.

FINAL EXPENDITURES REPORT:

When there is a significant departure in an expenditure report category from the budget on which the grant was based, a brief explanation should be attached to the fiscal report. When there has been any significant budget/program change due to modification of the project activities originally planned, the explanation should cite relevant portions of the project narrative report of accomplishments (see enclosure 2).

If there is an unexpended grant balance (column 6a, line I), i.e., payments received exceed expenditures, a check for the exact amount should be made payable to "National Endowment for the Humanities," and forwarded with the Final Report of Expenditures.

If interest has accrued as a result of grant funds deposited to the institution's account, a separate check -- in the exact amount -- should be made payable to "U.S. Treasury," and forwarded with the Final Report of Expenditures.

Such check(s) properly identified, should be mailed to: Grants Officer
National Endowment for the
Humanities
Washington, D.C. 20506

National Endowment for the Humanities

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES
Washington, D.C. 20506

INTERIM/FINAL EXPENDITURES REPORT AND/OR CASH REQUEST

Period of Report: From _____
Through: _____

Please Read Instructions Before Completing

1. Grantee (Name and Address)	2. Grant Number:	3. Grant Period: From: _____ Through: _____
		4. Amount of Grant: \$ _____ Cost-Share: \$ _____

5. APPROVED BUDGET		6. EXPENDITURES		
Expenditure Categories	Amount	6a Cumulative Grant Expend.	6b Cumulative Cost-Sharing	6c Total Project
A. Salaries				
B. Travel				
C. Supplies				
D. Equipment Purchases*				
E. Other (Specify)				
F. Indirect Costs (_____ % of _____)				
G. Total				
H. Total Payment to Date	XXXXXXXXXX		XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
I. Difference	XXXXXXXXXX		XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

7. Sources of Cost-Sharing Funds and Amounts

8. Interest earned on Federal Funds: \$ _____

9. Payment requested through _____ (date) Amount: \$ _____

10. CERTIFICATION

We certify that the foregoing information is true and correct, and that all expenditures were incurred solely for the purposes of the above-numbered grant, during the grant period, and in accordance with the agreed conditions of the award.

Project Official Telephone: AREA: _____	Printed NAME TITLE	SIGNATURE DATE
Financial Officer Telephone: AREA: _____	Printed NAME TITLE	SIGNATURE DATE

*If this is a Final Expenditures Report and equipment purchases were authorized by the Endowment, attach a list of the purchased items by type and cost.

National Endowment for the Humanities

NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES
Washington, D.C. 20506

INTERIM/FINAL EXPENDITURES REPORT AND/OR CASH REQUEST

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E. Other (Specify)				
F. Indirect Costs (_____ % of _____)				
G. Total	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
H. Total Payment to Date	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
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E. Other (Specify)				
F. Indirect Costs (_____ % of _____)				
G. Total				
H. Total Payment to Date	XXXXXXXXXXXX XXXXXXXXXXXX		XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
I. Difference	XXXXXXXXXXXXXX XXXXXXXXXXXXXX		XXXXXXXXXXXXXX XXXXXXXXXXXXXX	XXXXXXXXXXXXXX XXXXXXXXXXXXXX

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NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES
Washington, D.C. 20506

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G. Total	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
H. Total Payment to Date	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
I. Difference	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

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Project Official Telephone: _____ AREA: _____	Printed NAME _____ TITLE _____	SIGNATURE _____ DATE _____
Financial Officer Telephone: _____ AREA: _____	Printed NAME _____ TITLE _____	SIGNATURE _____ DATE _____

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F. Indirect Costs (% of _____)				
G. Total				
H. Total Payment to Date	XXXXXXXXXXXX XXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
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Project Official Telephone: _____ AREA: _____	Printed NAME TITLE	SIGNATURE DATE
Financial Officer Telephone: _____ AREA: _____	Printed NAME TITLE	SIGNATURE DATE

*If this is a Final Expenditures Report and equipment purchases were authorized by the Endowment, attach a list of the purchased items by type and cost.

Enclosure 2
8/74

NATIONAL ENDOWMENT FOR THE HUMANITIES

Narrative Report of Accomplishment

An original and three readable copies of this report should be submitted with the final expenditures report, through the authorizing official of the institution or organization, if applicable. Project directors are urged to submit the report by the due date since failure to do so may jeopardize future grants to them or their institutions. The appropriate office to which this report should be addressed is stated in the grant award letter.

The Endowment normally expects that any typing, duplicating, and other costs that may be incurred for preparation of the report will be borne by the project director or his institution. An elaborate format is not required.

The Report has been designed to cover a wide range of Endowment projects. It is understood therefore that reports will vary considerably according to the type of project involved, e.g., the report of a director of an internship or a summer program would include an assessment of the overall program, and possibly include reports from individual participants, and such an analysis would be quite different from the report of a director for a media program. However, to the extent applicable, adherence to the following format is requested.

Face Sheet. Indicate institution, project director, project title, grant number, grant period, amount of grant, and the date of your report.

Background. Review briefly the context and objectives of the project.

Project Activities. Describe in reasonable detail the activities undertaken during the grant period.

Results. Indicate findings, accomplishments or progress as a result of the project. This portion of the report should be given most careful attention. When appropriate, an assessment of the impact of the project on the institution, audience, or field should be made along with a statement about the extent to which the project has deepened knowledge or appreciation of the humanities.

Status. Briefly discuss indications for continued or related undertakings, suggested by the results of the project. If there is a logical follow-up to the funded activity, indicate whether grantee intends to pursue it into additional stages, and if so, the possible sources of support.